STENOTYPY

TO LABOR LESS
AND ACCOMPLISH MORE

Love November 3-1916.
November
November 3-1916
Alice

Alone Laurel

STENOTYPY

FOR THE USE OF STUDENTS

By

W. S. IRELAND, A. B.

Ex-Official Reporter—Inventor of the Stenotype

"To Labor Less and Accomplish More"

SECOND EDITION

Published by
THE STENOTYPE PRESS
Owensboro, Kentucky
1913

Copyright, 1913
by
W. S. IRELAND

THE STENOTYPE PRESS
Owensboro, Kentucky

To those teachers who so feel the need of a better method of verbatim reporting as to be the first to gain that knowledge necessary to go out to the different nations and instruct students in Stenotypy this text is most humbly inscribed.

Digitized by the Internet Archive
in 2026

https://archive.org/details/stenotypyforuseo0000wsir

FOREWORD

THIS Book is offered with apologies to none but with reverence to many. Although its subject embodies, in addition to the anomalies in the orthography of our language, its innumerable phonetic irregularities and abnormalities, this text presents a method whereby, with the use of the Stenotype, speech may be recorded rapidly and accurately. It has been prepared as an aid to the student in learning to operate the Stenotype. The gravity of the task has been sufficient to demand the utmost care in its preparation.

An instruction book is merely a compilation of facts to be learned, presented in such a manner that they will be readily understood and clearly and distinctly impressed upon the student's mind. To accomplish this has been the aim of the author in making this presentation of Stenotypy.

In deference to the originators of shorthand and their works, it is due to be said that they have done a noble good; they have been an invaluable asset, in fact, a necessity to our civilization; without their efforts the progress of the business world would have been greatly hampered; and to this extent they have accomplished their aim. Now, something better is sought, something that will be easier to learn, easier to write and that will produce a greater efficiency—"To Labor Less and Accomplish More." This is the mission of the Stenotype and of this work.

The author desires to acknowledge his deep indebtedness to those teachers and students whose kind suggestions and careful criticisms have been so willingly contributed in behalf of this text.

Special acknowledgment is made of the assistance rendered by Messrs. B. T. Bryan and A. L. Chambers in the compilation of this edition.

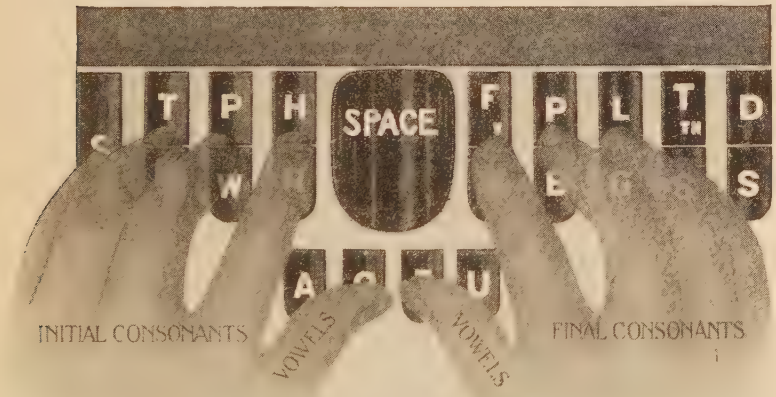
THE AUTHOR.

STENOTYPY

LESSON 1

1. **Stenotypy** is a system of reporting speech used in connection with the Stenotype, whereby the stenographic outlines are written in plain type letters instead of arbitrary characters.

2. **Keyboard.**—



3. **Division of keyboard.**—The keyboard of the Stenotype is divided into three groups of letters. The first group contains consonant letters which, singly or in combination, begin words; these letters are called initial consonants. The second group contains the vowel letters, which may be combined to form diphthongs. The third group contains consonant letters which, singly or in combination, end words; these letters are called final consonants.

4. **Fingering the keyboard.**—The normal position of the fingers is directly over the dividing line between the upper and lower rows of keys. The fingers of the left hand operate the initial consonants, the fingers of the right hand the final consonants, the left thumb the two left-hand vowels, and the right thumb the two right-hand vowels. It will be noticed that the keyboard is so arranged that each of the fingers has a row of two keys to operate, except the little fingers. The little finger of the left hand operates a double key printing a single letter. The little finger of the right hand operates two pairs of keys. Each finger or thumb may strike the keys in its row separately or together. Section 2 illustrates the normal position of the fingers on the keyboard.

5. **Operation of the keys and movement of the paper.**—The Stenotype uses a narrow strip of paper, writing a line at every stroke of the keys. Any or all of the keys may be struck at one time. The Stenotype prints at each stroke a type letter corresponding to a large letter on each key struck, and, as the key returns to its normal position, the paper is automatically fed forward for a new line.

6. **Sequence of letters.**—The upper letter of each row prints on the paper just ahead of the lower letter. If all the keys are struck at one time the following line will be written across the paper:

S T K P W H R A O * E U F R P B L G T S D S

This enables the operator to write one or more words at each stroke, except a few of the longer words, which require two or more strokes.

7. **Combinations.**—Letters not appearing on the face of the keyboard are formed by combining letters which are on the keyboard; e. g., the letter *D* does not appear among the initial consonants on the keyboard; no word begins with the letters **TK**; therefore **TK** can safely be used to represent *D* at the beginning of words. Thus similar combinations are used to represent all single or double consonants, vowels or diphthongs, not appearing on the face of the keyboard.

8. **Touch.**—The Stenotype is constructed with a very light tension, rendering a heavy stroke unnecessary, as well as harmful to the machine. The best results are obtained by striking the keys with just enough force to print the letter clearly. To insure proper spacing between the lines the keys should be released promptly after being struck.

9. **Sight Writing.**—The sight method should be used on the Stenotype

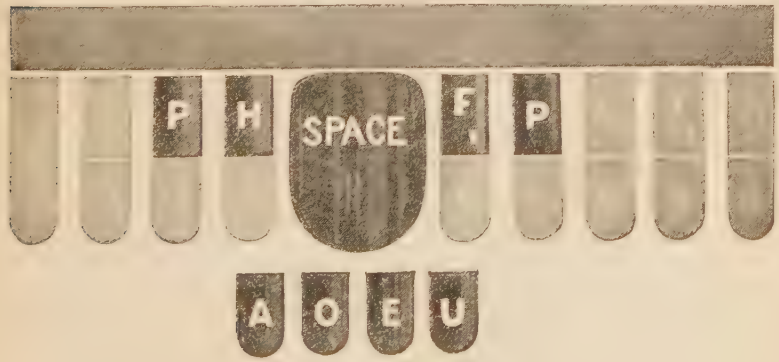
until a general speed of one hundred words per minute has been acquired, at which time a gradual change to touch writing may be made if desired. "Sight writing" does not imply the use of the eye in finding every letter necessary to be struck. The eye is to be used only for the purpose of keeping the fingers in their correct relation with the keyboard. The fingers should be trained from the beginning to find the particular key or keys to be struck without the use of the eye.

10. Practice.—The lessons have been very carefully graded, advancing the student step by step during his progress through the book. It is not sufficient that a general knowledge of a lesson be acquired, but the specific instructions accompanying each exercise must be adhered to.

11. Designating final consonants.—In this text the final consonants will be preceded by hyphens to distinguish them from the initial consonants; e. g., **-R** represents final *R*, while **R** represents initial *R*.

12. Keys having two letters.—Some of the keys on the keyboard contain two letters, only the large letter printing, however, which is written and read for either of the letters appearing thereon. The context will always tell the reader which letter is represented. **SAF**, *safe* or *save*, according to context.

13. Diagram of keyboard.—



14.—Fingering.—Use the index finger of the left hand for **H**, the middle finger of the left hand for **P**, the index finger of the right hand for **-F**, the middle finger of the right hand for **-P**, the left thumb for **A** and **O**

and the right thumb for **E** and **U**. In writing **EU** for *I* the thumb strikes across the two letters at the same time.

NOTE: Stenotypy cannot be written with any fingering other than that outlined in these lessons.

15. Combinations.—

Write **EU** for *I*

EU	*Y* whenever *y* is a vowel, except when it ends a word and has the sound of *y*, as in *merry*.
OU	*OW*
-FPLT	. (period).
STPH	? (interrogation point).
-RBGS	, (comma).

NOTE: In order to preserve the correct meaning in transcribing the notes it is necessary that they should be properly punctuated when written.

16. Formation of words.—In writing words on the Stenotype,

1. Omit all silent letters.
2. Write the consonants according to their sound. *Sure*, **SHUR**.
3. Write the vowels according to the following rules:

   a. Where only one vowel occurs in a syllable, write that vowel just as it occurs in the spelling. *Part*, **PART**; *store*, **STOR** (e is silent).

   b. If two vowels occur together in a syllable and only one of them is sounded when the word is spoken, write the sounded vowel. *Treat*, **TRET**; *thread*, **THRED**; *crow*, **KRO**. (Notice that in each of these illustrations one of the vowels is silent and the other is sounded).

   c. If two vowels occur together in a syllable and both of them are sounded when the word is spoken, write both vowels. *Sour*, **SOUR**; *Paul*, **PAUL**; *haul*, **HAUL**. (Notice that in each of these words both vowels are heard when the word is spoken; that is, if you would sound either one of the vowels without the other it would give you the wrong word.) When both vowels are necessary to give you the correct sound then both vowels should be written.

17. Words written alike with different meanings.—Often two words having different meanings appear the same in Stenotypy. *Hear*, *here*. The context will always enable the reader to distinguish between such words.

18. Speed.—This is very desirable. For the present, however, accuracy is more important. The first duty is to become able to handle the keyboard accurately and easily. Write only as fast as you can write accurately. If you write faster than this, you will ultimately lose speed. Strive for accuracy and speed will follow.

19. Space key.—The large key in the center of the keyboard is a space key. Strike this key to feed the paper forward without printing. This key is struck with the index finger of either hand.

20. Errors.—The long bar at the rear of the keyboard writes an asterisk. When an error is made in writing a word, strike the asterisk the next stroke and then write the word correctly. If several words are written incorrectly strike the bar and write them correctly. The asterisk will then serve as a signal of warning to the reader. Strike this keybar with the index finger of either hand.

21. Word practice.—Write each of the following words over and over, thinking of the letters in the word as you write them, until the mind and fingers are perfectly familiar with the keys and find them easily. Practice each division of the exercise until you can write it easily before taking up the next.

Hay hoe hue high how O O I EU who half HAF hove hue high huff hive who eve O hoe

Pay half heave pea who pie hoe pa high huff eve how puff pave oh hue puff you U

Hope pave pie heap puff heave heap up hay pipe hove pop eve pea half pup off hip Pope peep hop

22. Abbreviations.—

A	*an, and*	**-F**	*if, of, ever, have*
H	*had*	**E**	*he*
O	*on*		

NOTE: The above abbreviations are to be used instead of writing the word out in full. Practice them over and over until they are thoroughly memorized, repeating in the mind the corresponding word every time the abbreviation is written. In this manner you will become able to unconsciously write the abbreviation at the sound of the word. Do not write a period after Stenotype abbreviations for the purpose of indicating that they are abbreviations.

23. **Writing exercise.**—Write ten perfect copies.

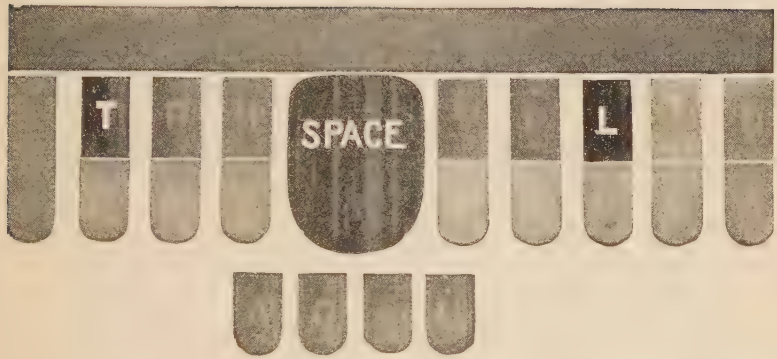
1 Heave up. How high up? I hope. A high heap. Have a puff.
2 I peep. Off of. High up. Pop up. Pop and puff. Off of a hive.
3 I have a half of a pie. Pay off half. I have a hope. I had a hoe.
4 Have a puff. Have you a hoe? Have you a pipe? He had a pipe.
5 Have you a pup? I have a high heap. Pa had a heap of hay.
6 Have you had a pie? If you owe Pa, pay up. Hop high. Pave half.
7 Oh, how high up. I hope on. Who had?

24. **Speed practice.**—No practice for speed should be done on the above exercise until the practice work on Lesson 5 has been completed, at which time instructions relative to speed practice on Section 23 will be given.

25. **Reading.**—At the outset of the study of Stenotypy great stress must be laid upon the importance of reading over many times the notes written in practice work. A few minutes at the end of each practice period spent in reading the notes is the best kind of review and will prove of inestimable value in fixing in the mind the principles taken up in the practice. Read aloud and let the eyes read a few words ahead of the tongue. Practice reading each exercise until the notes can be read as readily as regular print.

LESSON 2

26. Diagram.—



27. Fingering.—Use the ring finger of the left hand for **T** and the ring finger of the right hand for **-L.**

28. Combinations.—

Write **AU** for *AW*.

29. Word practice.—Write ten perfect copies.

Tea hope tap hop type pop heave tip pie tough **TUF** toy tow heap toe hive top how peep pave thy though thou thee pal poll hap ale pall ell thigh

Tail **TAL** pole heel pull tall **TAL** hull toll hill pile hole tell howl **HOUL** tile heal **HEL** till pill hail **HAL** haul **HAUL** hale hall **HAL** pale Paul **PAUL** owl **OUL** pail **PAL** eel oil awl **AUL** tape peal aisle **EUL** (Distinguished from *isle* by context.)

30. Abbreviations.—

T	*the, it*	**TEU**	*time*
THE	*they, them*	**THA**	*that*
TA	*take*	**-L**	*all, will* (verb), *letter*

31. Phrasing.—It is often possible to write more than one word in the same stroke. This is called phrasing. It is not advisable to phrase all words possible, but instructions will be given in the lessons regarding

the proper phrasing. Follow these instructions closely and do not phrase in any instance other than as instructed in the lessons.

In this lesson you may begin phrasing the abbreviation for *have* with any of the personal pronouns preceding. *I have*, **EUF**; *you have*, **UF**; *They have*, **THEF**.

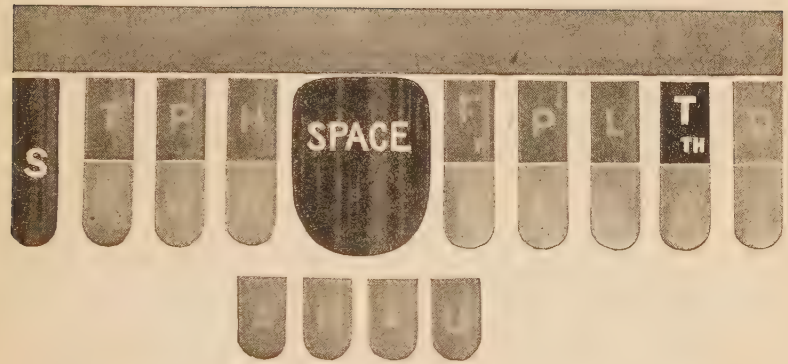
32. Writing exercise.—Write ten perfect copies.

Pull the tape. Take all the time you have. He had the eel. Tell Paul how to pull the tape. If you ever have a pie, take Pa half. I have to tell you how. You will have to take the whole hive. He had all the tea. Take the whole pie. They have a pole high up on the hill. I have a high pole. I hope you have a high pail. I have the thief. I will tell you how. I hope to have all the oil. He had the oil. Pay all you owe. Take the hay to the high hill. That will take a high toll. You have the letter. It will pay you. Pave all the hill. It will hop to the pole. Take them to the hall. Though you haul the ale, he will take half. Take the tea. He had a pail. I have a hope.

33. Speed practice.—When Lesson 6 has been completed instructions will be given relative to speed practice on Section 32.

LESSON 3

34. **Diagram.**—



35. **Fingering.**—Use the little finger of the left hand for **S** and the little finger of the right hand for **-T, -TH.**

36. **Combinations.**—

Write **AO** for *OO*
U *EW*

37. **Remarks.**—

Write **AO** for *oo* whether both *o's* are heard or only one. In words like *foot, food, tool* and *door* the *oo* is written **AO**, regardless of whether one or both *o's* are heard.

Write the word *sew* **SO.**

38. **Word practice.**—Write ten perfect copies.

Safe see sue sigh saw save tell sap soap **SOP** soul **SOL** pail **PAL** sip **SEUP** soup **SUP** tool **TAOL** sup sole tap seal type sill pill sail **SAL** Saul haul heap **HEP** sell hope toil hole save **SAF** sieve **SEUF** peep tail howl set sight pew stew

Hat hot heat **HET** pay hut hate tight path **PAT** sat ought **OT** ate eat **ET** pet pout hoot heat **HET** put pate

hit pit seat **SET** pot soot **SAOT** hat sit shave **SHAF** hoof seethe **SET** hew sew spew

Stay stop steal **STEL** staff sty stove **STOF** step stuff state stoop stile stout stiff style **STEUL** stool still stall stole ale ill spell sheaf **SHEF** stave **STAF** soil **SOEUL**

Spoil spite spool spit spy spout spat spot shy spill shop shell shot shut sheet shoe **SHO** shout sheep she shawl **SHAUL** shove **SHOF** shoat **SHOT** ship seep shoot shape shift shoal **SHOL** sift

Halt heath **HET** hilt height **HEUT** salt thy though **THO** thought **THOT** thou thief **THEF** tilt tithe toot tooth

39. **Abbreviations.**—

TH	*this*	**S**	*some* in compound words, at beginning of words only.
S	*is, his,* also *as* in phrases	**SO**	*some* in all other instances, except at end of compound words.
-T	*the, it*		
-T	*to* in compound words only		
TAO	*took*		
AF	*after*		

40. **Phrasing.**—

Phrase *of* with *all, the* and *it. Of it,* **-FT**; *of the,* **-FT.**

Phrase *is* with *he* and *it. Is he,* **SE**; *is it,* **ST.**

Phrase *I, you, he, she* and *they* with *will. I will,* **EUL**; *they will,* **THEL.**

Phrase *to* and *on* with *the* and *it. To the,* **TOT**; *on it,* **O T.**

41. **Phrasing exercise.**—

Of the Of it All the Of all the Is he Is it I will You will He will She will They will To the To it On the On it

42. **Writing exercise.**—Write ten perfect copies.

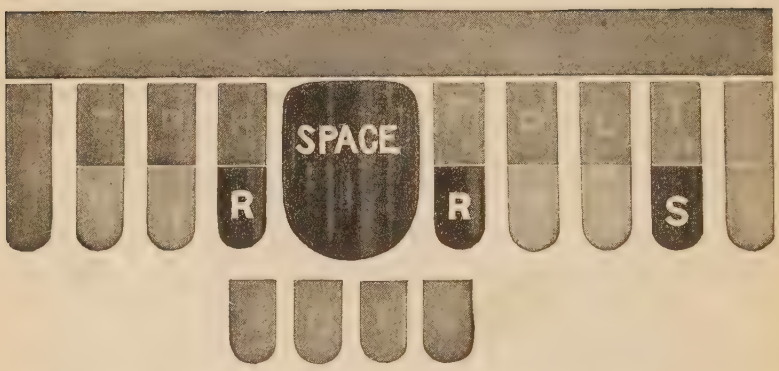
Save the toy. He had the hat. I see you. Is it so? He had a spool. Stay this time. He ate some soup. They will sail on the ship. Tell Pa to stay too. Will you stay? Who is the spy? She had an apple **APL**. You will sail on the high sea. Is he the spy? I hate to tell you of the spy. You will have to till the soil. I have the spy. Say all you will. Take this to the sea. Had he a high stool? I have a high stool. I thought you had a soul. The thief is after the oil. I will see to it. He is on it.

They will take this to the hill. I hope she will have a safe ship. She will eat this time. Is he high up on the ship? I will take a seat on the step. She will eat the eel. I will see Paul too. I have a hut. They have put all the soap on the seat. I hate to see you ill. Is he the thief? Sometime (one stroke) he will see it. Is that the oil? He will still stay on the hill. I will see you sometime. He will shoot the sheep. She will tell that tale sometime. His pet owl is on the stool. She will tell all of it sometime. I will show you how. This ale is stale. He and a pal took the tile up high. That type of letter took time.

42A. Speed practice.—When Lesson 7 has been completed instructions will be given relative to speed practice on Section 42.

LESSON 4

43. Diagram.—



44. Fingering.—Use the index finger of the left hand for **R**, the index finger of the right hand for **-R** and the little finger of the right hand for **-S**.

45. Omission of -T.—Omit *t* in words ending in *st*. *Past*, **PAS**; *rest*, **RES**; *hottest*, **HOT=ES**; *typist*, **TEUP=EUS**.

46. Prefix.—Whenever the prefix *ex* occurs before a consonant sound (except before *h* as in *exhale* or *exhume*) it is represented by **S**. *Express*, **SPRES**.

47.—Words with more than one stroke.—Not every word can be written with one stroke. Where it is found impossible to write the entire word in a single stroke, write as much of the word as can be conveniently written in the first stroke and complete the word in the following stroke or strokes.

In these lessons the parts of words written in different strokes will be divided by the sign of equality. *Hottest*, **HOT=ES**.

47A. Write **-S** for *-z*. *Rose* (sounded *roz*) **ROS**.

48. Word practice.—Write ten perfect copies.

Sure spray stray strap strop spree stroll stripe street stress strip sees tools taps saws toils sieves hats pets paths hits stalls spells shifts **SHEUFTS** halts tithes pays puts

tapes roars tears trees three seethes sighs part parts tires row rears rows real reap reaps strews threw

Rule rot rots rough **RUF** ray rays rye rats rose sir sirs sore store stores spare spears shore routs toss express expel expire expert extol strife stirs press sauce thrice through throw hops expels strips spares horse source hire power hires pyre sear stare stair **STAEUR** (to distinguish from *star*)

Stress seers tierce **TERS** purse street hose pour tire pours tore tires thrill rap raps thrills reap ripe air right ear ears rue earth tour tours poor rife tree try trout thoughts **THOTS** hurts spurts roses **ROS=ES** heats hue ewe ewes higher **HEUR** test past pest host post

Priest toast roast haste rust thrift trifle **TREUFL** rise trace rolls shells treats arts roots truss reef roof **RAOF** hurl spruce start rules short shear price extort spies threat **THRET** reel true hair pair rift tar throat **THROT** parts shrill thrives **THREUFS** stroll

49. Abbreviations.—Practice well.

ALS	*always*	**-FR**	*far, every*
SH	*shall*	**-S**	*is, his,* also *as* in phrases.
UR	*your*		
THR	*there, their*	**-LS**	*also*
R	*are*	**-R**	*are*
		OR	*order*

49A. When an abbreviated word forms part of another word the abbreviation may be used in writing the part of the word for which the abbreviation stands. *However*, **HOUF**; *whoever*, **HOF.**

50. Phrasing.—

Phrase *are* with personal pronouns. *They are*, **THER**; *are you*, **RU**; *you are*, **UR.**

Phrase *it* and *he* with *is*. *He is*, **ES**; *it is*, **TS.**

And as is never phrased.

51. Writing exercise.—Write ten perfect copies.

Your store is far off. It is a tall tree. His horse will step high. Put a rose on her. How will he pull through? Express the poles to the seashore. Here is your horse. He will have a rough row. Put stress on this part. He will see you at the shore. Has

he a high hat? Is there a strap there? Their time is short. He is after every thief. Who are you? He is an expert, however, and he will have to test the hose. His rye is a source of hope. He will shoot it at that time.

How far is it to the river? Have you an hour off? Are you on your hoe? You had a rough time of it. Have you ever had a row? I have your hay here. He will row over and over your reef. She always rows over the river to see the shells. If you say so he will start after a short time. How far will he row? Hear the roar of the sea. Take this spear and use it. That is a high hill. He will take us out to row. He has put his oar on your ship. Some of us will see you there sometime. All of them will start after the show is over. How far is it to the shore? They will take you to the shore, whoever you are. Shall I stay here too? They are as rough as yours.

Sir:

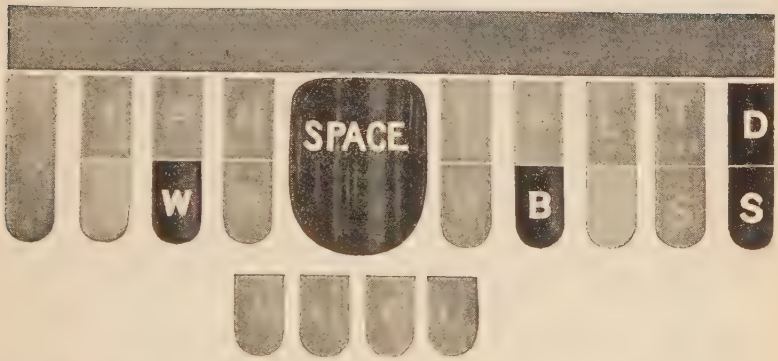
I have your letter and order. I will take the spruce trees out of the two rows I set out. They are tall trees and will pass your test. I hope these trees will suit you.

Yours.

52. Speed practice.—When Lesson 8 has been completed instructions will be given relative to speed practice on Section 51.

LESSON 5

53. Diagram.—



54. Fingering.—Use the middle finger of the left hand for **W**, the little finger of the right hand for **-D**, **-S**, and the middle finger of the right hand for **-B**.

55. Combinations.—

Write **A** for *ei* or *ey* when they have the sound of *a*, as in the words *weigh* and *prey:* **WA, PRA.**

56. Final D and S.—It will be noticed that in this lesson there is introduced a second **-S**, under **-D**. This second **-S** is used only when the **-S** is needed following the **-D**. Since **-T**, **-D**, and both the **S's** must be struck with the little finger of the right hand, it is evident that the **-TS** row and the **-DS** row cannot be written at the same time. Do not attempt to write letters in both of these rows at the same time. Never try to bring the right ring finger over to use the **-TS** row while the little finger is writing the **-DS** row.

57. Double Consonants.—Whenever a word begins with a vowel followed by a double consonant, with a single consonant sound, omit the consonant, writing the vowel alone, in the first stroke and write the consonant in the second. *Attire*, **A=TEUR**; *oppose*, **O=POS**; *arrive*, **A=REUF.**

58. **Remarks.**—

Omission of H.—The *h* may be omitted in words beginning with *wh*. *White*, **WEUT.**

Write W in WR.—In words beginning with *wr* write **WR** although the *w* is silent. This is done to distinguish such words from words beginning with *r*. *Wrath*, **WRAT**; *wrought*, **WROT.**

59. **Word practice.**—Write ten perfect copies.

Way woe weep wail wood weave wait weed prayer **PRAER** wife web probe rib wheel whale aware **A=WAR** attire **A=TEUR** orb wore wheat whiff whist herb sob herbs whip wipe wire tubs hub appear appraise stab rub wise wove worse roof sweet rob sweat swore swap while white wild appease whirl **WEURL** tab road

Rude tube heed heard hid hod held raid trod tired shed shod wit showed pad robe toad hood sad stys waste wails weigher **WAER** sweet swab suave **SWAF** swore wool heels twice **TWEUS** tweed twill twirl tribe prop able shreds stride sway sold table treble spade shade

Raved paved thrilled tread trade aired soared soured stored healed reeled peeled thread **THRED** hired weld strayed wade wed wide **WEUD** wired ride **REUD** said **SAD** web tide **TEUD** wield **WELD** ward proud probe press poise **POEUS** pose raise wet rice prose parse sauce pride **PREUD**

60. **Abbreviations.**—

WA	*what*	**WE**	*when*
W	*were, with*	**WH**	*whether*
WEU	*which*	**WO**	*would*
-B	*be, been, -body*	**WR**	*where*

61. **Phrasing.**—Phrase such words as may be easily written in a single stroke by combining the abbreviations. Make only such phrases as come to you readily. Do not carry the phrasing to an extreme. Do not make unnatural phrases. *Whether he* is not natural phrasing and should be written in two strokes, while *would he* and *would you* are phrased naturally and go together smoothly.

62. **Phrasing exercise.**—

What is What are Which is Which are Whichever Whenever Were you Were you ever When are How far We have They

have been You are Where have Where are Where have you been Would you ever be Which were you Would you have been Which will you

63. Writing exercise.—Write ten perfect copies.

Where have you been? He will take your pie. You will see a way. The road will be rough. Who will pay par? She was on your ship. Hop high over the rope. Have you been away with your wife? I will wire you when I start. You have some herbs. Probe the row if you will. They will stay with you. Whichever road you take you will see the river. What will you say when she arrives here? Which of the poles shall I express? I will swap this horse with you. Whenever I stay with you we row on the river. Hear her sob.

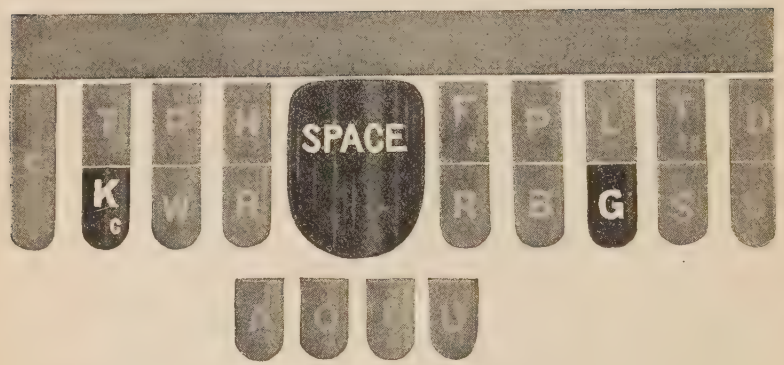
Will you tell whether he has been to see her? When he appears, tell us. If you reap your rye, sell all of it. He would stab them with a spear if he had it. He showed the wire they had weighed.

If I pay you well, will you sell your house? Where shall I express the robe? Somebody stole the wood and took it away. Are you aware that she is ill? He would have been there had he been told of it. We are right over the tube. He swore he would be there. Sell the rough ore. He will be here after a time. Would you have been there at that time? He will appraise the pearl. Were you ever out at the warehouse? When you are through with that pail, I shall use it. We have been at the store. Tell us how you were expelled. This is a rare pearl. I have always stayed on the hill.

64. Speed practice.—Part of the time should now be spent in practice for speed. After Lesson 5 has been completed and while working on Lesson 6 practice for speed on Section 23, Lesson 1, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 6

65. **Diagram.**—



66. **Fingering.**—Use the ring finger of the left hand for **K** and the ring finger of the right hand for **-G.**

In fingering the combinations, strike all the letters in the combination at the same time.

67. **Combinations.**—

Write **PH** for	*M*	Write **-G** for	*-G* when
KW	*Q*		sounded
K	*C* hard		as *-J*
S	*C* soft	**S**	*Z*

68. **Final Y.**—Write **E** for final *y* when it has the sound of *y* in *merry.*

69. **Final IES.**—Write **ES** for final *ies* when it has the sound of *ies* in *berries.*

70. **Word practice.**—Write ten perfect copies.

Wig keep call key tug keg cow coil cool queer square sag rug stag excuse **SKUS** scare couple mob mast melt must rust mug more mice muffle map mold mood quart squall smell kill smear small smart smelt amuse accuse caress harass keys scarce soothe smooth coal scour solace map haze amaze maize quiz whizz waltz azure **A=SHUR**

Aside meat quilt mature maul mate mad mail measure mellow mess mill quill quest quire quite quiz quote toast roast maze waste hissed **HEUS=D** maybe kite keep key kilt kit skid skill skip sky skull mist wrist arrest amass move mode queer equip mar mat mire zero zeal toward **TORD** stage rage cage page sage wage siege huge merge surge purge

72. Abbreviations.—

PHA	*make, made*	**KO**	*could, company*
PH	*me, my*	**KOES**	*companies, company's*
-G	*age, go, gone*	**K**	*can* (verb)

73. Phrasing.—Remember to phrase abbreviations when they can be written readily in the same stroke.

74. Writing exercise.—Write ten perfect copies.

Can you kill the steer? This is a queer world. The tug can pull the ship. It is quite cool here. He is said to be smart at school. Scare the crow away. The rose smells sweet. Coil the rope over the pole. This is the right key. You will have to excuse me, as I was away when you called. I will use the square this time. The house sags on the rear side. Sweep the rug well and put it over there. He will shoot the stag and keep his head. This scale is said to be true. Excuse the error this time. He has a couple of white mice. That maple is a high tree. The mug is quite old. Excuse this couple as they are old. Keep quiet.

The ship has a high mast. The ice will melt when the air is hot. I could eat more waffles. Muffle up when you go out, as it is cold. Sweep here and mop afterwards. Mold the steel while it is hot. Call on her while she is out here with us. A quart of ale will make woe. The mouse is quite small. Can you stay with me a couple of hours? My house is on the right side of the street. Wheel their cart toward me. They will keep our cow while we are away. Every street is paved and curbed too. May we use your mower? Would you ever kill that cow? Which of these two will you still keep? When will you rob the hive? They have gone. I will mail it to the company. What is your age?

75. Speed practice.—After Lesson 6 has been completed and while working on Lesson 7, practice for speed on Section 32, Lesson 2, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 7

76. Combinations.—

Write **TP** for	*F*	Write **-PL** for	*-M*
SKWR	*J*	**-BG**	*-K*
SKWR	*G* soft	**-BGS**	*-X*

78. Omission of vowel.—

1. It frequently happens that a stroke may be saved in the writing of a word by omitting the vowel in the last syllable. This is true where the last vowel is unimportant and very insignificant in sound. *Racket*, **RABGT**; *frigid*, **TPREUGD**; *moral*, **PHORL**; *pages*, **PAGS**.
2. In words like *severe* where the last sounded vowel plays such a strong part in the sound of the word the vowel is never omitted, but in words like *sever*, where the vowel plays so very little part in the sound of the word, it may be omitted. *Sever*, **SEFR**; *severe*, **SE=SRER** (**SR** represents *V*).
3. When it is not possible, by omitting the last vowel, to write a word of more than one syllable in a single stroke, the last vowel is included in making the last stroke, unless the last vowel is silent. *Torture*, **TORT=UR**; *roses*, **ROS=ES**.
4. When *s* is the last letter in a word and is preceded by an unimportant vowel, the vowel is omitted, provided by so doing a stroke can be saved; otherwise any vowel preceding an *s* or *z* sound is written. *Harrows*, **HAR=OS** (*o* is an important vowel); *pumice*, **PUPL=EUS** (although insignificant in sound *i* is important to legibility); *cages*, **KAGS** (*e* is an unimportant vowel); *races*, **RAS=ES** (*e* is an unimportant vowel, but omitting it would not save a stroke, hence it is written).
5. When the past tense of a verb ends in *ed*, the *e* may be dropped at the discretion of the operator whether a stroke is saved or not. *Parted*, **PART=ED** or **PART=D**.
6. Write **ED** for *ied* when sounded *ed* as in *married* **PHAR=ED**; *carried*, **KAR=ED**.

79. Word practice.—Write ten perfect copies.

Fare fear five fire foe few fame same fail fever aim (Write **AEUPL** to distinguish from *apple*) fowl felt maim fierce frog fume ham hem shame run home rhyme roam room jail jewel **SKWRUL** comb **KOPL** joke joy juice gist shake

Rake kick tuck racket track trick mock feast jest face furrow farm ream army ARPL=E fir furor mark fiery TPEUR=E fury jury cork park farm pumice PUPL=EUS forest jurist freak affirm file free fry jar field frigid fate fell jilt jot jerk jail

Job jolt juice just jute mum cream stream jam ram scream tram cram prime crime frame tame sum assume seek sake suck sick soak rack reek work weak cake coke cook cork hack crack croak creek hock rook huck fuzz fizz

Peak puck poke cricket picket quick jack hark tack frill pork truck track tick strike streak struck stroke fake freak muck mock meek frock fork farce face sticks rick force fierce steak pick stakes fray fright fret frills fraud frail fruit fume fox forth food foam fix fast fame field felt fell fill feel fed fat

80. **Abbreviations.—**

TPR	*from*	-BG	*come, ~~came~~, can* (verb)
TEUBG	*particular*	KWE	*question*
TOG	*together*	OPT	*operate*
TP	*if, ~~for~~*	SPE	*speak*
AS	*ask*	SPO	*spoke*
-PL	*am, him, many*		

81. **Writing exercise.**—Write ten perfect copies.

I fear the fire will spread. The foe is fierce and we are few. His fever is high and we fear for him. I hear a fife afar off. He will favor us with a solo. This is the fifth time I have been out to see you. What is your aim? His fame has spread to all parts of the state. He will eat this fowl also. That horse is said to kick. He is a poet whose rhymes are read everywhere. The price of ham has gone up. Fill the stove with fuel and make a hot fire. She has been ill and is still quite frail. My home is on a farm. We roamed over the prairie to see the wild roses.

That is the fellow who spoke to us at that time. Take your rake and come to the field with me. This question is hard for the pupil. Who made all that racket? They room together at the house over the way. That is a rare jewel which he has. They came from the farm to see the show. The juice of the fruit will jell. Everybody stays at the seashore when it is hot. He has

come to stay. The question is, how many times were you there? If you are so particular we will try to make it right. From what house will they go? How many of you will be there? She has fried the ham for him. Mum is the word while they are here. Sir:—We have your letter of the first and hope you have the pears at this time. They are all the stock we have. When we have some more we shall ship the rest of your order. May we ship you a small order of apples also?

When will they be able to operate it? Will you come with us? From what source has he heard it? This pumice will take off the rough spots. I can affirm what he tells. They will shear the ram. If you ever go there it will be after you have had a letter from her. Hark, I hear a cry. Make a wide furrow for the seeds which we shall sow. Come with me when I go to market. That car will jolt when we ride, as this is a small weight for it. Use these spikes for the rails. Excuse us if we fail to be there on time. Have you heard the howls? Can you tell me the questions they will ask? They can operate it at that time. I am here for a rest. Speak up.

82. **Speed practice.**—After Lesson 7 has been completed and while working on Lesson 8, practice for speed on Section 42, Lesson 3, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 8

83. Combinations.—

Write **TPH** for *N*		Write **-FP** for *-CH*	
KWR *Y*		**-RB** *-SH*	
KH *CH*		**-RB** *-ZH*	
		-PBLG *-DG*	

84. When *ch* follows *t*, omit the *t*. *Watch*, **WAFP**.

85. Let **AUBG** represent *alk* in such words as *chalk*, *talk* and *walk*.

Let **AUPL** represent *alm* in such words as *alms*, *palm* and *calm*.

86. When a word ends in two consonants that do not occur in sequence on the keyboard, write the first consonant in the one stroke and the second consonant in the next stroke. *Yelp*, **KWREL=P**; *wolf*, **WOL=F**.

87. Word practice.—Write ten perfect copies.

Near neat neigh **TPHA** novel nigh enough **E=TPHUF** knee nor night knife knell now nice niece nap nibble need name nod nut nook nail narrow knave neck nurse noose net next nick nip noisy **TPHOEUS=E** nose note notice nought nourish novice null numb **TPHUPL** snow snuff sniff

Yacht yam yawl year yell yeast yelp **KWREL=P** yet yoke youth yellow sneak snipe sneer snap snatch snarl sneeze snub snore smash smoke smelt small smooth snake smote push pitch watch hatch teach scratch patch wish such catch ratchet **RAFPT** hash satchel **SAFPL** match

Notch stretch snow noise sash rash mash gnash gnarled gnat gnome cash reach hitch rich nitch hush rush mush ash chafe chat cheat check cheese **KHES** chair chalk chap char chapel chart chase cheap cheer chess chew chick chide child chill chime chip chirp chisel choice choke choose

Chop chuck chum chest charm cheek chord **KORD** chide **KHEUD** chrome yard noise thrash elf **EL=F** trash fresh thrush push fish edge smudge hedge ridge fudge serge **SERG** urge nudge cudgel **KUPBLG=EL** sedge wolf **WOL=F** trudge Madge ridge wedge huge page merge sage rage pelf **PEL=F** shelf self preach witch **WEUFP** twitch midget stitch crutch treasure **TRERB=UR**

88. **Abbreviations.**—

KWRE	*yes*	PRABG	*practical*
KWR	*why*	-FP	*much*
TPH	*in, any*	-RB	*shall*
HAP	*happy, happen*	URB	*usual*
POS	*possible, possibly*	PRO	*proper*
PRA	*practice*	TPHO	*number*
PAR	*party*	SKWRU	*judge*
TPH-L	*until*	SKUR	*secure*

89. **Writing exercise.**—Write ten perfect copies.

It is quite possible that I shall see the judge on my way home. Every peach was mashed while still in the crate. The yeast seems to have a yellow hue. Has the house a number yet? What is the proper way to notch the ratchet? I have never heard such a yell. The mouse will nibble on the cheese. Can you secure any thread to match this piece of wool? They have a nurse to take care of their sick. Watch the edge of the tire. Here are some of the new novels. Sneak into the house and stay there until you are called. When will it happen? It is a practical question.

It is possible to practice an hour at a time when at home. The judge has passed on the question in your favor. While you stay with me I am happy. He will stretch the wire from this post to that side of the yard. Can you catch a mess of fish at this time? You will see a small hedge near the edge of their farm. Youth is a happy time for all of us. Will you teach me to throw the rope? How he snores when he is tired. The mice will nibble the cheese if you keep it here. It is possible for us to come at any time. It is practice that we need. Tell your party to be there when I arrive. Yes, you may go now.

The horses are a match and travel well together. You have a smudge on your face. His name is Paul and he stays at our house. He moves in the usual way. That is all there is to it. He hurt his knee and must stay in the house for a while. I wish we could take a swim in the pool, it is so cool there. We shall possibly take a swim when we arrive at the sea shore. The judge has said all he could possibly say in his favor. Can he walk much now?

90. **Speed practice.**—After Lesson 8 has been completed and while working on Lesson 9, practice for speed on Section 51, Lesson 4, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 9

91. Combinations.—

Write **HR** for *L* Write **-PB** for *-N*
SR *V* **TW** *THW*

92. Omission of G.—Omit *g* in words like *length* and *strength*.

92A. Omit *t* after final *p*, *k* and *x* in such words as *apt*, *act* and *text*. **AP, ABG, TEBGS.**

This rule does not apply, however, when the *t* following the *p*, *k* or *x* begins a syllable. *Adopted*, **A=TKOPD**; *picture*, **PEUBG=TUR**; *fracture*, **TPRABG=TUR**.

93. Write final *r* according to the following rules:

1. Final **S** is used to represent final *r* in a word as follows:
   a. To write a second final *r* in a word. *Nearer*, **TPHERS**. (Here **-S** is used for a second final *r*.)
   b. To represent final *r* occurring in a word after any final consonants represented by the final consonants appearing on the keyboard between **-R** and **-S**. *Water*, **WATS**. (Here **-S** is used for final *r* occurring in the word after **-T**, and **-T** appears on the keyboard between **-R** and **-S**.)

      When a word contains two final *r's* and the first final *r* is represented by **-S**, write the last *r* in another stroke. *Laborer*, **HRABS=ER**; *laborers*, **HRABS=ERS**. (Here the first final *r* is represented by **-S** and an additional stroke written for the last *r*.)
   c. To represent a final *r* occurring in a word after any final consonants represented by a combination of the final consonants appearing on the keyboard before **-S**. *Pitcher*, **PEUFPS**. (Here **-S** is used for final *r* occurring in the word after the combination **-FP**, and **-FP** is a combination of final consonants appearing on the keyboard before **-S**.)
   d. Final **S** under **-D** is used to represent final *r* only when it occurs after **-D**. *Ladder*, **HRADS**.
2. Final *r* occurring after final *s* in a word is written in an additional stroke. *Wiser*, **WEUS=ER**; *losers*, **HROS=ERS**; *foster*, **TPOS=TER**.

   NOTE: The plural of words such as *paper*, *water*, *pitcher* may be written either by writing **-S** in an additional stroke or by writing **ERS** in the last stroke. *Papers*, **PAPS=S** or **PAP=ERS**; *waters*, **WATS=S** or **WAT=ERS**; *pitchers*, **PEUFPS=S** or **PEUFP=ERS**.

94. Word practice.—Write ten perfect copies.

Lath lash lard loan loafer lever lodge verge lane labor laborer lace lack lad lady **HRAD=E** lag laid lake lame lance land lane lapse lamb last late laugh **HRAF** lavish **HRAFRB** lawn lax leach lead leaf league leak lean lease leap least leather leave ledger left legal **HREG=AL** length **HREPBT** lens less lesson **HRES=OPB** let level libel lick lid lie life lift light lime limit line lint lined lion **HREU=OPB** alive list live liver load loaf loam liquor **HREUBGS** lock like loom lap lapel **HRA=PEL** loose loop loud luck lure lurk lyre layer **HRAER** nearer alive **A=HREUF** liar **HREUR** vial **SREUL** claim **KHRAEUPL** (To distinguish from *clam*) thwart **TWART**

Weather water color potter hotter hither whither vim utter vogue vague vain rogue verse vest valise **SRAL=EUS** valley **SRAL=E** volt vote verb veal valor valve **SRAL=F** van vapor vase vast vault verge vessel vice victor **SREUBG=TOR** or **SREUBGTS** victim vie vigor vile villain vex vine vice visit **SREUS=EUT** viper pain **PAEUPB** (To distinguish from *pan*) another **AOTS**

Vivid vocal **SROBG=AL** voice void vow vouch vowel vulgar **SRULGS** crone slain slander rash quarrel queen plain strain sprain skein strain stone noun town one **WOPB** own yarn won coin scene soon train slash channel flannel flock fleece clean snail sleep explain explore veil **SRAL** once **WOPBS** language **HRAPBG=WAG**

Vein lodger jobber fence fan arena **A=REPB=A** fun earns pins tunes chin haven lemon moans tans runs expanse **SPAPBS** rinse lean yearn keen turn thorn wagon weapon woven urn thin oven earns feign fine mince lance atone cane pan pawn pine tone round zone suave **SWAF**

95. Abbreviations.—

HR	*will* (verb), *all, letter*	**POPB**	*upon*
		PER	*per' fect, perfect'*
SR	*have, value, very*	**HRAR**	*large*
HREU	*little*	**APBS**	*answer*
HR-R	*already*	**-PBT**	*not*
SROL	*volume*	**-PBS**	*no sir*
SKWRE	*gentlemen*	**-PB**	*know, no, than*
SKWREPBT	*gentleman*	**EUPBS**	*instant*

96. Writing exercise.—Write ten perfect copies.

She has a very fine voice. It is well trained and very sweet in tone. I will let you have an answer to your letter as soon as I reach the office. Will you not pass on the question as soon as possible? We have a large number of friends who live in your town. Will you ask all the people to sign the paper? I shall have all sign it who care to. Can you tell the value of that house from his letter? No, I cannot. He acted like a perfect little gentleman. He said it would be all right to take one volume at a time whether you applied for it or not. Have either of you seen the new play yet? I know he laid it upon the table.

Will you not take no for an answer? Can you take the stain off of the floor with that stuff? He has already worked more than you, and we find that he is all right. One road is nearer than the other. Many of our men were slain in the affray. The spot where they fell is marked with a huge marble slab. No, sir, I have not seen him. Will you have a letter from him when I reach your place? I hope to have, still, I am not sure. Well, if you have, wire what he has to say on that question. All right, I shall. The channel is very shallow at that point. He sticks closer than a leach. It was a large and very old coin.

If your honor please we will leave now. I soon saw that the lane was too crooked for me and I left it to take the foot path. They were all ready to start as the shot was fired. All of us were in the water at the time the fire started. How vague his answer is. What a vivid flash of light that was. We cannot explore the hidden vault at this time. Are you fond of veal loaf? Is that skein of yarn enough? They earn all they are paid for this work. Rinse this cloth in clear water. Although he is a man of high place in his own country he works with a will here. She has always lived at that place. They will go to heavy expense in order to perfect this potter's wheel.

97. Speed practice.—After Lesson 9 has been completed and while working on Lesson 10, practice for speed on Section 63, Lesson 5, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 10

98. Combinations.—

Write **PW** for *B* — Write **-PBG** for *-NK*
TK *D* — **-FRPBLG** *-NCH*

99. Word practice.—Write ten perfect copies.

Bank brink blink barn burn barrel bran black build brook budget brought **PWROT** break brine beer beaver bear budge bridge bush beach bleak blank breach bell ball harbor bar bark barb board barter bone band bank brag bane balk bald basket baste bare bass

Bath base bulge better bid bloat big bill bleat bait bliss belt bless block blue blot blotch boll brink book boot boat bow **PWOU** breath box breathe bracket brad brain brand brass break brew bribe brick brief bright brim brine broad **PWROD** brute brawl brogue broil broke bare buzz blaze zinc

Brood broom brow brown brush butter buzz brook dove drouth dredge dug dodge drill drone drudge dribble dock docket dull done dash daub date daunt dazzle dead deal death dear deacon deaf debit **TKEBT** debt deck decimal dice dive diver doubt dose double dope drain doom

Dome draw draft down drag dread dress dream droop drop dinner draw dry dude dumb **TKUPL** duck driven dusk dye dust drown duplex droll drape dough divers brink blink drink wink link slink wrinkle blank blanket bank plank drawn pink drunk frank monk flank trunk mink junk spank spunk idea **EU=TKE**

Kink zinc flunk tank ink shank shrunk chunk hank chink honk hunk jink bunk rink yank shrink clank punk sink crunch lunch hunch bunch launch pinch inch cinch wrench bench clinch clincher haunch clench lynch ranches inches wrenches benches luncheon **HRUFRPBLG=OPB** punches

100. Abbreviations.—

PW-F	*before*	**PW**	*about*
THEU	*think*	**TPEPBS**	*defense*
THA	*thank*	**SEBG**	*secretary*

TKEF	*defend, defendant*	**PWU**	*but*
TKEUF	*differ, different, difference*	**TK**	*did*
		TKA	*today*
PREUPB	*principal, principle*		

101. Writing exercise.—Write ten perfect copies.

Do you have any trouble with your stock now that water is scarce? The horses and mules went to the tank to drink, but did not find water there. He dabbles some in stocks, but takes no large chances. Have you ever noticed the neat manner in which a beaver cuts down a tree? About how many do you think were in the flock? Did you ask for a new trial? Yes, that is what I said. The secretary will start the work today. Has he gone to work yet? Did he leave the book with you? If you read the newspapers you will keep in touch with affairs. There on the bank of the river and in the twilight they sat and talked of the happy times they had spent together in their youth. You will either hit the bell or draw a blank. The army drilled to the beat of the drums. If your honor please, it will make no difference to the defendant. Do you think this is what I shall need to trim the dress? The little brook flows through our field, and the little children like to play on its banks. The criminal had a hard time to find a lawyer to defend him. The defense will make a different plea today. Their principles differ.

His principal friend was a man who did not always tell the truth. Have you ever been in a wreck on that road? I think I shall have about as much butter as I shall be able to sell on this trip. The principal points were well explained. When will you ever be in shape to do the work well? As he was deaf, blind and dumb, it was hard for him to find any work. She was very weak when they brought her the wine. His black hair has already turned white from the shock of the trouble. The method used to send letters by wire is known as the duplex method. The drouth has been severe. He cannot pay his debt if we do not pay him now.

The mink fur is of the most value. I have not seen them. He shrinks from the task. He talked too much of the time. Put this zinc before the hearth. Deepen the pond in which the ducks will swim. Drape the door in black. That dude always wears a suit of blue tweed.

They will cross the bridge about noon on their way to the town. This cloth will shrink. He brags too much. These cards are made of pine bark. Will you stay on the ranch? Can you take lunch on the launch with me? That was a large bunch of bananas. Hear the horses crunch on the corn. Please put the punch and wrench on the bench.

102. Speed practice.—After Lesson 10 has been completed and while working on Lesson 11, practice for speed on Section 74, Lesson 6, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 11

103. Combinations.—

Write **KPW** for *IMP, EMP, IMB, EMB*

Write **-FRP** for *-MP* or *-MB*
-FRPB *-RCH*

TKPW *G*

103A. Omission of be.—Omit *be* in the words *begin, began, begun, between, beyond* and *because.*

104. Use **KPW** for *imp, emp, imb* or *emb* only when they occur at the beginning of words; otherwise use **-FRP** for *mp* or *mb*. *Impure*, **KPWUR**; *empire*, **KPWEUR**; *imbue*, **KPWU**; *embrace*, **KPWRAS**; *ample*, **AFRPL**; *damp*, **TKAFRP.**

When the syllabic division of the word between the *m* and the *p* or *b* is very pronounced the *m* may be written in the first and the *p* or *b* in the next stroke. *Ampere*, **APL=PER**; *ambassador*, **APL=PWAS=TKOR**; *umbrella*, **UPL=PWREL=A.**

105. Word practice.—Write ten perfect copies.

March lurch perch search birch church arch smirch porch torch parch starch umber **UFRPS** emblem **KPWHREPL** embark **KPWARBG** embarrass scorch embalm imbed embroil emboss embrace empanel impale impair implore employ impress emburse imbibe imbue imp **EUFRP** impact implane impish **KPWEURB** implant imply import impose impound graze impossible **KPWOS**

Imprint impugn impulse impure impute impel impart impair empire empower embank ember amber **AFRPS** ample **AFRPL** ampere **APL=PER** sample simple damp **TKAFRP** slump stump hamper **HAFRPS** jump gap gear game gather **TKPWATS** gale glare glide grain gain grill grab grief grind grapple ground gown glad gage

Gas gang **TKPWAPBG** gash gate gaunt gauze gold ghost guest gift gild gird glance girth glass gleam glee glean glow globe gloom gloss glove groove golf girl gourd gram grasp glum goal goggles gong gum gun gorge **TKPWORG** gore gout grace grade grand grapes grant grapple grass grate

Graves gray graze greed green greet gust grim grip grin grist groan groom growls grumble **TKPWRUFRPL** guard **TKPWARD** guide **TKPWEUD** pump romp swamp camp

clamp cramp plump guile **TKPWEUL** gulf grime grit grope group guimpe **TKPWEUFRP** guitar **TKPWEU=TAR**

Gross ground grow timber lumber crumble thump slumber limp lump bump stamp dimple rumble nimble tamp vamp lamp scamp mumble tumble humble shamble jumble plump slump sample pomp hump trump tramp dump clump crimp primp shrimp romp stumble amble tremble thimble symbol fumble umpire **UPL=PEUR**

106. Abbreviations.—

TKPW	*good*	**SUBG**	*success, succeed*
TKPWA	*gave*	**SUPT**	*superintend, superintendent*
TKPWEU	*give*		
TKEU	*difficult, difficulty*	**SEUS**	*sister*
TK-S	*Dear Sir*	**PHO**	*month*
ORD	*ordinary*	**APLT**	*amount*

107. Writing exercise.—Write ten perfect copies.

Was he employed by you at the time of the trouble with your brother? No, I did not employ him before the trouble. It was, I think, quite a little time after the slump in cotton that he came to work for me, and the slump is what caused the trouble. Is he a nimble boy? We have your order for the wheat, but shall not be able to ship same for some time. When we quoted you on this order we stated that we would withhold the right to ship whenever it suited us best. We cannot now give you an answer as to when we shall ship. Please keep in touch with us, however, and we shall do our best to please you. Will you grant the appeal? The superintendent is not an ordinary man. They gave him a large job to superintend, but he had little difficulty.

The market has gone up several points in the last few days, and we fear it will go much higher before this year's crop can be sold. Of course, we wish to wait until the market has grown much weaker than it has been the past few months before we take on the amount we need. Where shall I go to have them made? He does ordinary work. We shall post it at the office. When did you learn that my sister was superintendent of the school for nurses? He met with perfect success in his new work. When did you give him the order? I cannot say just when it was, but I think it was some time after his trip through the central part of the country. Where did you go?

Do not rouse him from his slumber. He did not impress me as one in good health. That would cause an employee to stumble. Have some of the letter heads embossed. As soon as we shall have done this, however, your order will be the first one to be shipped. The fire burned all the tall timber. The old house will soon crumble to pieces. I am fond of grapes. They brought back a bag of grouse after their hunt. We fry the cakes on these embers. He drove to the mill for a grist of flour. They were lost at sea and found their graves in the deep. How difficult it is for her to do that heavy work.

Dear Sir:

About the first of next month the Order of Good Fellows plan to take a party of pleasure seekers down Green River in their handsome new steam launch. The banks of this river are covered with oaks and cedars, which afford a dense shade for the whole trip. They will take luncheon on Echo River, a branch of Green River, which flows through the large cave. It will be a pleasure for the order to have your company. Please let us know if we may expect you.

108. Speed practice.—After Lesson 11 has been completed and while working on Lesson 12, practice for speed on Section 81, Lesson 7, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 12

109. Combinations.—

Write **KP** for *X* before vowel sounds, or the sound of *h* as in *exhale* or *exhume*.

SPW	*ENT*, *INT* at the beginning of words.
-FPL	*SM*, in the final part of a word.
KWR	*I* when it has the sound of *y*.
-FPLT=**-FPLT**	: (colon)
-FRPBLGTS	; (semicolon)

110. Whenever possible write in their abbreviated form words having standard abbreviations. *Mr.* **PHR**; *January*, **SKWRAPB**.

This rule, however, should not be carried to such an extreme as to embody rare and unusual abbreviations.

111. In Stenotypy no punctuation is used after standard abbreviations.

112. Word practice.—Write ten perfect copies.

Example exhort exalt exile exceed excite exact exult exercise **KPER**=**SEUS** except excess excise exemplar exempt exert exhaust exhibit exist exit exodus exhale exhume entail enthrall enthrone entice entire entomb entoil entrail entrap entreat entry entrance

Intestine **SPWES**=**TEUPB** intrigue intrude intrust intent enthuse **SPWHUS** intend intone intellect **SPWEL**=**EBG** inter intrench aneurism **APB**=**UR**=**EUFPL** atheism **A**=**THE**=**EUFPL** chasm baptism **PWAP**=**TEUFPL** barbarism **PWARBS**=**EUFPL** catechism **KAT**=**KEUFPL** criticism **KREUT**=**SEUFPL** dualism **TKUL**=**EUFPL** egoism **E**=**TKPWOEUFPL** Altruism **AL**=**TRU**=**EUFPL** heroism **HER**=**OEUFPL** idealism **EU**=**TKEL**=**EUFPL** journalism **SKWRURPBL**=**EUFPL** liberalism **HREUBS**=**HREUFPL** mannerism mysticism **PHEUS**=**TEU**=**SEUFPL** organism **ORG**=**TPHEUFPL** optimism **OPT**=**PHEUFPL** ostracism **OS**=**TRA**=**SEUFPL** patriotism **PA**=**TREUT**—**EUFPL** pauperism plagiarism **PHRAGS**=**EUFPL**

prism protoplasm pugilism PUG=EUL=EUFPL ritualism symbolism SEUFRPL=EUFPL mechanism PHEBG=TPHEUFPL

Onion OPB=KWROPB trunnion TRUPB=KWROPB pinion PEUPB=KWROPB stallion STAL=KWROPB alien AL=KWREPB familiar TPAPL=EUL=KWRAR peculiar PE=KUL=KWRAR senior SEPB=KWROR junior SKWRUPB=KWROR

113. Abbreviations.—

KPRA	*extra*	SUPB	*Sunday*
KPHR	*excel*	PHOPB	*Monday*
SKWRAPB	*January*	TUS	*Tuesday*
TPEB	*February*	WED	*Wednesday*
PHAR	*March*	THU	*Thursday*
AP	*April*	TPREU	*Friday*
SKWRUL	*July*	SAT	*Saturday*
AUG	*August*	SO	*South*
SEPT	*September*	SORPB	*Southern*
OBG	*October*	TPHO	*North*
TPHOF	*November*	TPHORPB	*Northern*
TKES	*December*	E	*East*
KP	*examine*	SOERPB	*Southeastern*
SKUT	*execute*	TPHOERPB	*Northeastern*
PEUPB	*opinion*	W	*West*
KWRES	*yes sir*	EPB	*even*
KWRES	*yesterday*	-BGT	*account*
TOPL	*tomorrow*	PHERS	*Messrs.*
TPHEUT	*tonight*		

114. Writing exercise.—Write ten perfect copies.

The work in the mines has ceased on account of the strike. The miners have struck for higher wages and will not go to work until their wages have been raised ten per cent. The people about the town think the owners of the mine should raise the pay of these employees at once and allow them to go back to work before they lose more time. The miners have intrusted the matter to Mr. White, their leader, who intends to arrange the difference in favor of the workers before time to go to work Monday. On account of the harder work imposed on the miners now they will not go back to work until their pay has been raised. Each one of them would die first.

Is the winter season in the South much colder than the summer? Yes, it gets quite cold in the South in the months of December, January and February, and it gets warm in the months of April, May, June, July, August and September. Sometimes the weather is real warm on up through October and even in part of November.

There are some very cold nights in November, however, and it is sometimes a very cold month. There are some very fierce storms here in the months of March and April and the winds blow a gale. In the South the bloom of the flowers excites the wonder of visitors.

I will see you tonight. He left yesterday for the East, but will be back tomorrow. They have some extra work to do. He lives on the West side. Can you excel others in your work? What is your opinion?

They have been known to have some hard storms even in the fall of the year. I have in mind one Sunday I spent in the South three years ago when the people in the entire state were alarmed at the fierce wind which blew over many trees, houses and barns; tore down fences and ruined the future of several towns. I must say I was very much afraid for my life and was glad to see my trunk on the train Monday headed for my home in the North. It impressed me very much to see just how hard the wind could blow. Of course these storms do not occur every year, and for this reason most people do not move away, but stay there. Yet, some leave after the first year.

They play ball in their home park on Tuesday, Wednesday and Thursday; Friday, Saturday and Sunday they play abroad and rest on Monday. They have played some very good games this year, and I think they have a good chance to win most of the other games.

115. Speed practice.—After Lesson 12 has been completed and while working on Lesson 13, practice for speed on Section 89, Lesson 8, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 13

116. Alphabet and Initials.—When the letters of the alphabet are used singly, or as initials, the following alphabetical representations should be used.

A for the letter	*A*	TPH or -PB for the letter	*N*
-B	*B*	O	*O*
KR	*C*	P or -P	*P*
-D	*D*	KW	*Q*
E	*E*	R or -R	*R*
-F	*F*	-S	*S*
-G	*G*	-T	*T*
H	*H*	U	*U*
EU	*I*	SR	*V*
SKWR	*J*	W	*W*
K	*K*	KP	*X*
-L	*L*	KWR	*Y*
-PL or PH	*M*	S	*Z*

117. Proper Names.—Write proper names Stenotypically except in instances where it is necessary to show the exact spelling, in which case spell the name out in full, letter by letter and one letter at a stroke, using the alphabetical representations for the letters.

After a proper name is once written alphabetically, write it Stenotypically whenever it occurs again in the same letter or article.

When proper names are not written alphabetically but Stenotypically, they should be written much more fully than regular matter; in fact, they should be written syllable by syllable. *Miller*, PHEUL=ER; *Morrison*, PHOR=EU=SOPB.

118. Punctuating proper names.—In writing a proper name use a period after each initial, and, if the name is written alphabetically, use a period after each word in the name.

When the proper name is not written alphabetically, do not follow it by a period.

119. And or &.—Use APB, without the period, for *and* or *&* connecting proper names, whether written Stenotypically or alphabetically. *Martin & Jones*, PHAR=TEUPB APB SKWROPBS.

119A. **The.**—Whenever *the* occurs before the name of a firm that is written alphabetically, represent it by initial **T** only. This will designate whether it is the word *the* or the first letter in the name.

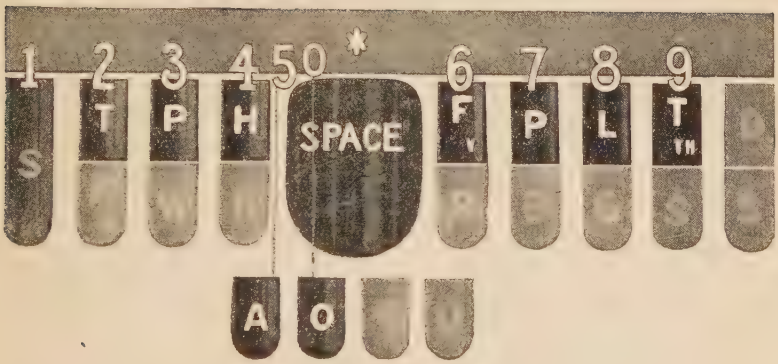
120. **Writing exercise.**—Write these names over ten times in Stenotypy; then write them over ten times, spelling them out and properly punctuating them. Read back your notes each time you write the exercise.

Mr. J. H. Ad-ams Mrs. A. P. Aus-tin A. K. Bell F. H. Marsh **PHAR=RB** C. G. Lane W. H. Wood E. L. Wil-son M. N. Williams **WEUL=KWRAPLS** Mr. S. F. White **WHEUT** Mr. R. T. Wheel-er Messrs. **PHERS** H. J. Wells & Son The Web-ster-Wat-son Company **KO** The L. W. Wash-burn Co. The Thomp-son-Taylor Company Stewart **STU=ART** Star Snyder Smith Sharp San-ders Rob-in-son Rob-ert-son Nel-son Morse Morr-i-son Miller Matthews **PHA=THUS** Martin Mack-in-tosh Long

Log-an Lewis **HRU=EUS** Lindsey **HREUPBD=SE** Lawrence **HRAU=REPBS** Lane King Kellog **KEL=OG** Kennedy **KEPD=E=TKE** Jones John-son Hun-ter Hughes **HUS** Howell **HOUL** Howe Hill Harris **HAR=EUS** Hall Gard-ner Frank-lin Fos-ter Fish-er Field Ev-ans Em-er-son Ed-wards East-man Daniels **TKAPB=KWRELS** Curt-is Coop-er Clark Chris-tian-son **KREUS=KHAPB=SOPB** Campbell **KAPL=EL** But-ler Brown Bart-let Andrews **APB=TKRUS** An-der-son Cox Moody **PHAOD=E** Sears Riggs Schroeder **SHROD=ER** Ellis Mills May Owens Bry-an Phill-ips Mor-gan Hul-bert Til-den Fields Small Far-mer Snow Fowler Face Pace Pit-man Miles Mitch-el

LESSON 14

121. **Diagram.**—



122. **Figures.**—It will be noticed that the asterisk bar is situated close to the rear row of keys, thus enabling the operator to strike the bar in conjunction with any of these keys. When the keys and bar are so struck, the asterisk will print on the line with the letters. When the letters occur on the line with the asterisk they are then read as figures (not letters), according to the following table:

Write S*	for *1*
T*	*2*
P*	*3*
H*	*4*
A*	*5*
O*	*0*
*F	*6*
*P	*7*
*L	*8*
*T	*9*

123. **Fingering.**—When any of the letter keys are struck in the same stroke with the figure bar, the regular fingering should be used. To write any of the top row of letters with the asterisk, strike the keys desired and the asterisk bar together. This will print the letters and

the asterisk on the same line. When writing A or O with the asterisk, strike the A or O with the left thumb and the bar with the index finger of the left hand.

124. Figure exercise.—Write ten perfect copies.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99						
11	20	10	13	34	48	91	16	33	25	23	34	46	18	22
61	15	12	34	27	35	78	91	49	93	38	43	56	26	44
50	63	17	76	82	94	67	38	27	29	30	40	41	47	57
15	17	19	28	29	13	15	14	32	37	39	36	15	31	34
62	73	84	95	68	69	58	47	36	45	32	53	63	74	85
13	12	15	14	16	17	18	13	35	95	19	66	77	88	99

125. Abbreviations.—

-S	*cent, cents*	OP	*open*
TK	*dollar, dollars*	PHEUS	*mistake*
H	*hundred*	STAO	*stood*
-T	*thousand*	STAPB	*stand*
-PL	*million*	PWREU	*bring*
-B	*billion*	HRAO	*look*
WREU	*write, written*	-FT	*feet, foot*
WRO	*wrote*	SKWREPB	*general*
PWUS	*business*		

126. Use of abbreviations.—In writing figures write exactly what is dictated. If the dictator says *3 million, five hundred sixty-two thousand, three hundred fifty-six dollars, twenty-nine cents*, it would be written P*=PL=A*=H=*F=T*=-T=P*=H=A*F=TK=T*T=S, but if dictated *thirty-five, sixty-two, three fifty-six dollars, twenty-nine cents*, it would be written PA*=*F=T*=PA*F=TK=T*T=-S.

Number thirty-five, sixty-two, eighty-seven, twenty-three, forty-five would be written TPHO PA*=*F=T*=*L=*P=TP*=HA*.

The rule is to write just what has been dictated. If the words *million, thousand, hundred, dollars* and *cents* are dictated, they should be written; if not, omit them.

Always omit the word *and* in writing figures, except between whole numbers and fractions. *325,000,* P*=H=TA*=-T; *four and three-fifths,* H*=A=THRE TPEUFS.

Write as many figures as possible in the same stroke. *One hundred and thirty-five thousand, seven hundred and forty-six,* S*=H=PA*=T=*P=H=H*F. *One thirty-five seven forty-six,* SPA*P=H*F.

In instances like *four twelve-inch boards,* where the numbers must be separated, use the space, as H* ST* EUFRPBLG PWORDS. Otherwise, in transcribing the notes, it would be impossible to know whether four twelve-inch boards or forty-one two-inch boards was dictated.

127. Figure exercise.—Write ten perfect copies.

101	304	523	367	469	324	236	345	356	367	489	654
203	234	245	364	279	277	264	289	892	936	765	634
108	112	150	170	189	198	193	238	445	156	326	157
115	375	199	229	332	454	700	900	880	308	507	606
314	114	448	346	672	981	999	305	888	133	672	324
340	680	550	660	650	555	458	495	390	109	309	670

100	1,000	8,000	6,000	1,000,000	5,000,000,000
600	4,000	2,000	5,000	5,000,000	7,000,000,000
400	6,000	3,000	9,000	8,000,000	9,000,000,000
900	7,000	5,000	3,000	3,000,000	8,000,000,000
700	9,000	4,000	2,000	4,000,000	4,000,000,000

$ .05	$ .18	$ .12	$ .35	$ .50	$ .19	$ .13	$ .04
1.06	3.45	1.50	1.80	1.66	2.22	3.18	6.06
4.08	9.12	3.18	1.20	3.15	1.25	4.00	3.80
1.99	1.37	9.72	6.45	5.84	1.35	5.31	8.32
6.60	3.15	1.40	7.82	6.55	8.34	6.67	7.68

$ .25	$ .50	$ .75	$ .66	$ .99	$ .28
10.45	35.60	109.85	203.25	68.68	999.01
312.50	18.60	186.20	184.12	136.58	260.14
606.07	782.80	118.00	218.40	300.06	400.94
400.00	600.00	800.00	500.00	700.00	100.00

$4,380.65	$5,590.75	$1,125.22	$2,165.80	$9,848.69
3,404.12	1,019.14	8,006.01	5,006.40	9,580.99
1,101.01	4,600.00	2,500.00	3,600.00	3,640.60

$2,300.00	$6,016.00	$9,165.68	$2,040.00	$4,050.16
9,009.09	8,006.15	1,010.10	1,111.11	6,660.15

No. 6	No. 42	No. 782	No. 8623	No. 48561	No. 672839
No. 3	No. 86	No. 189	No. 1068	No. 85361	No. 610504
No. 9	No. 35	No. 813	No. 8686	No. 70606	No. 968489
No. 7	No. 91	No. 704	No. 6005	No. 49004	No. 186243
No. 1	No. 27	No. 358	No. 5401	No. 28768	No. 645168
No. 4	No. 58	No. 375	No. 5619	No. 98760	No. 506789
No. 5	No. 50	No. 125	No. 1250	No. 54321	No. 745312

128. In writing dates, always write a comma before the number of the year, writing the number in full or the last two figures, according to which is dictated. *June 30, 1890,* **SKWRUPB=PO*=RBGS=S*LT=O*;** *May 1, 11,* **PHA=S*=RBGS=S*=S*;** *March, 1906,* **PHAR=RBGS=S*T=O*F.**

128A. Time of day.—In writing the time of day use a colon between the hour and minutes. *1:12 A.M.,* **S*=FPLT=FPLT=ST*=APL;** *12:2 P. M.,* **ST*=FPLT=FPLT=T*=P -PL.**

129. Date and time exercise.—Write ten perfect copies.

Mar. 4, 1776	Jan. 15, 1908	Apr. 21, 1865
Oct. 18, 1911	Aug. 7, 1880	Oct. 31, 1796
Feb. 22, 1900	Sep. 14, 1903	Jul. 29, 1901
May 9, 1916	June 28, 1861	Nov. 3, 1392
Sep. 4, 1892	Dec. 13, 1904	Jan. 23, 1902
Apr. 16, 1867	Mar. 30, 1910	Jul. 12, 1912
Oct. 14, 1897	Feb. 19, 1884	Dec. 18, 1905
Jun. 27, 1911	May 30, 1901	Feb. 14, 1879
Aug. 18, 1909	Mar. 23, 1897	Jun. 24, 1789
Oct. 21, 1902	Jul. 26, 1897	Jan. 13, 1898
Nov. 17, 1802	May 3, 1907	Apr. 14, 1904
Sep. 14, 1909	Aug. 7, 1906	Jul. 31, 1876

5:10 A. M.	1:11 A. M.	8:04 P. M.
9:45 P. M.	10:15 P. M.	6:30 A. M.
3:50 A. M.	7:40 P. M.	12:20 P. M.
9:35 A. M.	8:00 A. M.	2:55 A. M.
6:12 P. M.	5:14 P. M.	10:47 A. M.
11:05 A. M.	4:53 A. M.	7:18 P. M.
12:00 M.	2:30 P. M.	9:23 A. M.
8:25 P. M.	11:19 P. M.	10:52 P. M.

130. Fractions.—Write fractions out as words. *1/4*, **WOPB TPORT**; *3/8*, **THRE ATS**; *5/16*, **TPEUF SEUBGS=TEPBTS**; *1/5*, **WOPB=TPEUF.**

131. Fraction exercise.—Write ten perfect copies.

1-3	1-8	3-16	5-12	7-16	23-32	65-73
3-5	2-3	7-12	2-15	3-17	18-43	16-35
1-2	3-4	9-15	8-25	4-11	11-12	13-16
1-4	4-7	5-32	9-12	6-17	14-85	25-60

132. Abbreviations for complimentary closes of a letter in common use.—Abbreviate the words in the complimentary close of a letter by using the initial letter of each word in the close. This refers to those complimentary closes in common use. *Yours truly*, **KWR-T**; *Very respectfully yours*, **SR-R=KWR**; *Yours very truly*, **KWR-FT.**

Initial or final consonants may be used in writing the initial letters of such words, and so far as possible may be written in the same stroke.

133. Exercise on complimentary closing.—

Yours truly
Yours very truly
Yours respectfully
Yours very respectfully
Yours sincerely
Respectfully yours
Very respectfully yours
Very truly yours
Very truly
Yours fraternally
Your friend **KWR=TPREPBD**

134. Writing exercise.—Write ten perfect copies.

Have you made a mistake in your work? He spoke to a large number of people at the Park on July 29, 1887. She stood on the bank of the river when the boat passed. I will stay here until you come. Can you bring him a glass of cold water? The place was sold for $6,976,421.97. Will you look at the handsome shawl I have to sell? A letter will be sent him day after tomorrow. Their wheat crop last year brought $2,356. They do business on a paid-up capital of $257,897, which nets them 12 per cent. **PERS.** The farm was stocked with 20 head of horses, 30 cows, 200 hogs, and 15 mules. There were about 250 entries in the horse show

last winter and plans were made for a larger number this winter.

The United States has a number of large cities. New York has over 3 million people, Chicago over 2 million and Boston over a million. Will you write to him tonight? They have written for 68 feet more of that lumber. He wrote us about the stand yesterday.

Dear Sir:

Will you please send me 395 pounds of flour, hard wheat flour if you have it. I expect to open a large general and feed store here and will need much more from week to week. We will need corn meal, bran, and chop, and will send our order when we get your prices.

Please give me also your best prices on sugar, lard, coffee, tea and bacon.

Yours truly.

134A. Speed practice.—After Lesson 14 has been completed and while working on Lesson 15, practice for speed on Section 96, Lesson 9, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 15

135. Combinations.—

Write **-FRB** for *-RF* or *-RV*

Write **-LGTS** for *TL*
-LGDS *DL*

136. Prefixes.—

Write **PW** for *be*

137. Write in full *belie* and *belittle* in order to prevent conflict. *Belie*, **PWHREU**; *belittle*, **PWHREULGTS.**

139. Word practice.—Write ten perfect copies.

Becalm becloud became become befall befit befriend beget begrudge behalf behead behind behold behoove belated belie belief believe belong beloved below beneath bequeath bequest bereave bereft beseech beseem beset beside besides besiege besmear bespeak bestow betray betroth betwixt bewail beware bewildered bewitch

Surf starve curve preserve turf observe carve marvel nerve serve wharf dwarf swerve

Battle cattle shuttle beetle mottle brutal startle title rattle metal **PHELGTS** mortal petal **PELGTS** whittle fertile

Paddle cuddle bridle hurdle bundle handle candle brindle puddle medal model straddle ladle girdle pedal **PELGDS** saddle curdle feudal fiddle noodle poodle

Scuttle shuttle brittle settle nettle kettle tattle prattle rattle turtle startle gentle mental dental mantle spindle sandal kindle needle middle riddle befuddled cradle

140. Abbreviations.—

STEU	*stenotype*	**STEPBG**	*stenographic*
STE	*stenotypy*	**STEPBS**	*stenographer*
STEUS	*stenotypist*	**HE**	*help*
STES	*stenotyper*	**TKPWAPB**	*again*
STEUBG	*stenotypic*	**TKPWAPBS**	*against*
STEPB	*stenography*		

141. Writing exercise.—Write ten perfect copies.

They spend all their time at the surf. That is a sharp curve. Did you observe the dwarf? Can you carve the wood? He is a bundle of nerves. Will you serve on the jury? The wharf had to be moved. It was a brutal battle. They were a fine lot of cattle. He had a beetle. Do not startle the horses. His name and title are on the medal. That metal is cheap. The petals were pink and white. The soil is fertile. Who will paddle the boat? The bridle was lost and the girdle broken. Please light the candle. The poodle ran through the puddle of water.

It was a model saddle. He became very much excited. He was behind the bars. He will become an expert stenotypist. I will speak to him in your behalf. Where do you belong? I believe he has left the city. He lives a little beyond our house. Beware how you step. The Stenotype should be kept well cleaned. Do not help him again. He now does his work by the stenotypic method. This text treats of the system of stenotypy. The stenographer writes stenography in a stenographic manner. That is because he did not begin at once. They have begun to read between the lines. He hurdled in good form. She is already an expert stenotyper. He leaned against the tree.

141A. Speed practice.—After Lesson 15 has been completed and while working on Lesson 16, practice for speed on Section 101, Lesson 10, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 16

142. Prefixes.—

Write **K** for *com, con, col, cor, cog, cum*

143. Suffixes.—

Write **-F** for *ful, fy*
-FR *fer, fere, for, fore*

144. Whenever the prefixes *com, col* or *cor* are followed by a second *m, l* or *r*, the second *m, l* or *r* must be written. *Commit*, **KPHEUT**; *collect*, **KHREBG**; *correct*, **KREBG**.

Whenever the prefix *con* is followed by a second *n*, the second *n* is omitted. *Connect*, **KEBG**.

145. Whenever the prefixes *com, con, col* or *cor* are followed by a vowel, write the prefix out. *Coral*, **KORL**; *Colon*, **KOL=OPB**; *color*, **KOLS**; *comedy*, **KOPL=TKE**; *comet*, **KOPLT**.

146. Whenever possible, write the prefix or suffix sign in the same stroke in which the remainder of the word is written, excepting in the three words *compact, comport* and *compile*, which three words must be written in two strokes in order to distinguish them from *exact, exhort* and *exile*. *Compact*, **K=PABG**; *comport*, **K=PORT**; *compile*, **K=PEUL**.

147. Use the sign for all prefixes and suffixes even where it does not save a stroke. *Concrete*, **K=KRET**.

148. Whenever it is possible, by the use of the prefix and suffix signs only, to write a word in a single stroke, do so. *Confer*, **K-FR**.

149. Word practice.—Write ten perfect copies.

Combat combine combust comport command commend commerce committee common commune compass compel compend complain complete compels compose compound comprehend **KPREPBD** compress comprise compute

Concave conceal conceive concept concert concise conclude concoct concord concur conduct confer confess confide conflict confuse congeal congress conjecture **K=SKWREBG=UR** conjure connect connive conquer **KOPBGS** or **K=KER** conquest consent conserve consider consign consist console construct consult consume contract contain contempt contend content contest context contour contact control contribute

K=TREUB=UT convene convent converge converse convert convex convey convict convince

Collapse collar collateral **KHRATS=L** colleague collect collide cornet corporal **KPORL** corpulent corpuscle correct corridor **KREU=TKOR** corrode corrupt corporeal **KPOR=EL**

Cognate cognosce cumbent cumber cumbrance cumbrous Artful baneful bashful beautiful **PWUT=EUF** blameful blissful bountiful careful cheerful doubtful dutiful **TKUT=EUF** faithful thankful skillful wonderful lawful **HRAUF** powerful classify **KHRAS=EUF** edify **ED=EUF** falsify **TPALS=EUF** terrify **TER=EUF** mortify personify **PERS=OPB=EUF** verify purify testified **TES=EUFD**

Prefer transfer confer therefore **THR-FR** wherefore **WR-FR** heretofore **HERT=FR**

150. Abbreviations.—

SEUG	*signify, significant, significance*	**R-R**	*railroad*
SEUGT	*signature*	**REU**	*railway*
SA	*satisfy, satisfactory, satisfaction*	**R-RBG**	*railroad company*
SER	*certify, certificate*	**PW-L**	*bill of lading*
KOR	*correspond*	**PW-LS**	*bills of lading*
KOPBS	*consequence*	**REUBG**	*railway company*
SREPB	*convenient, convenience*	**ABG**	*and company*
KOPBT	*continue, continuance*	**PWAL**	*balance*
KWEUR	*inquire, inquiry*	**PUR**	*purchase*
KHRO	*enclose, inclose*	**KUS**	*customer*
KOPL	*communicate, communication*	**PH-FR**	*manufacture*
		PH-FRS	*manufacturer*
		PH-FRG	*manufacturing*
		PH-FR=E	*manufactory*
		TPOB	*F. O. B.*
		KOD	*C. O. D.*

NOTE: Write *purchaser*, **PUR=ER** and *purchasers* **PUR=ERS**.

151. Writing exercise.—Write ten perfect copies.

His complaint was made to the Board. They would not give him a certificate of health. He took command of the army. If it is convenient for you to care for him, and if you think you can continue to do so, I will commend him to your care. Commence the work now and continue until you have completed the balance. We communicated with him, but he would not agree. We inquired

his reason and he said he did not care to certify to any letters he had not seen. He is not able to control his mail. You must compel them to sign the certificate. He could not collect the amount from the railroad company.

The purchase was shipped, draft attached to bill of lading. The customer could not secure the goods from the railway company until he had paid the full amount of the draft. He was compelled to wait for the goods until he raised the money. The railroad was very near, which allowed the manufacturer to cut his price very low. The yard was enclosed with a beautiful fence.

He was fortified with his answer before he saw him. He testified to the truth. It took the mail sometime to reach him, therefore he was slow to answer. He gave him a large contract therefor. He did not comply with the rule. The bill of lading was not made out. His store and contents were consumed by fire, and he was compelled to cancel the order. They had a large amount of goods that were out of style, which the inquiry showed to be of little value. They were transferred to another town and sold to the highest bidder. They have some large manufactories in that part of the state. I will certify to that.

They purchased their blank certificates from M. P. Exline & Co. They were quoted a flat price of three dollars per thousand F. O. B. Brownsville. Their last order was sent C. O. D. He was killed on the railroad of the Texas Railway. He is now busy in the manufacture of wooden horses. The account was past due. Where will they convene this year? Heretofore they have always convened at Fort Worth, but this year they will meet in Dallas. We have just had a communication from the Railroad Company and they state that the balance of the claim has been paid. This purchase has already been added to the account. The inquiry was inclosed with the balance of the mail. The railway company continued the work.

They would not give him any satisfaction. What does that signify? That signature does not correspond with the other. Its significance is not at all satisfactory. What will be the consequence?

151A. Speed practice.—After Lesson 16 has been completed and while working on Lesson 17, practice for speed on Section 107, Lesson 11, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 17

152. Prefixes.—

Write **ABG** for *accom, accum*
K-S *conse*
KR *contra, contri, contro, counter*

153. Suffixes.—

Write **-BL** for *able, ably, ible, ibly*
-BLT *bility, ability, ibility*

153A. Combinations.—

Write **STKPWHR** for ! (exclamation)
OEU / (shilling mark)

154. Prefix and suffix signs may be used with the abbreviations to form derivatives of the words for which the abbreviations stand. *Accountable,* **-BGT=BL.** (*Accountable* is a derivative of the word *account.*)

155. Word practice.—Write ten perfect copies.

Accommodate **ABG=TKAT** accompany **ABG=PAPB=E** accomplice accomplish consecrate contraband contradicted contravene controversy
Controvert counteract counterbalance **KR=PWAL** counterfeit countermand counterpane counterpart countersign.

Accountable pardonable **PARD=OPB=BL** eatable favorable durable hospitable passable capable profitable amiable **APL=BL** seasonable bearable payable agreeable pliable justifiable **SKWRUS=EUFBL** serviceable perishable **PER=EURB=BL** portable

Feasible sensible horrible forcible legible flexible crucible fallible feasibly sensibly horribly illegibly **EU=HREG=BL** honorably **OPB=ORBL** or **OPBS=BL** forcibly hospitably profitably reasonably terribly accessible admissible audible collectible combustible

Compatible comprehensible **KPREPBS=BL** compressible convertible comprehensibility contractible **K=TRABG=BL** controvertible **KR=SRERT=BL** corrigible corruptible credible

edible eligible **ELG=BL** exhaustible expansible expressible extendible forcible

Gullible negligible **TPHEG=HREUG=BL** perceptible **PER=SEPBL** permissible plausible foible susceptible **SU=SEPBL** tangible terrible transmissible **TRAPBS=PHEUS=BL** visible

Stability nobility ability **ABLT** probability **PROBLT** durability feasibility capability accountability accessibility possibility changeability sensibility legibility fallibility liability

156. **Abbreviations.**—

REPL	*recommend recommendation*	**THOR**	*authority, authorize*
		TERL	*material*
REBG	*recollect, recollection*	**SUF**	*sufficient*
SEF	*receive*	**SKREU**	*describe, description, descriptive*
SET	*receipt*		
REP	*represent, representative*	**PRAPS**	*perhaps*
		ETS	*etc.*
PHREU	*reply*	**PO**	*positive*
SPOPB	*responsible, responsibility*	**SPHREU**	*supply*
		TPHES	*necessary*
SPOPBS	*response, responsive*	**TPHE**	*necessity*
REG	*regular*	**TPH-LS**	*unless*
REGS	*regulation*	**TPHA**	*nature, natural*
RE	*remember, remembrance*	**SROEU**	*invoice*

157. **Writing exercise.**—Write ten perfect copies.

When he opened his mail he found the invoices which he had supposed were lost. They would not assume responsibility for his conduct. They were positive that I had authorized them to secure all the supplies necessary, therefore I was obliged to receive them. He was not able to recollect the amount of material accessible. Will you accommodate me with a small loan? His accomplice would not accompany him. The order given last week was countermanded. The money was counterfeit. The check had not been countersigned. The description of the material was wrong. The representative from the third district was called home.

They did not consider it feasible to do the work in that manner, and therefore it was quite difficult to get authority to continue. It was their regular custom to remember their friends in a

suitable manner. He would not take a bribe. It is quite probable you are right. He will probably contest the vote as he hoped to be elected. When we get a bill of lading from the railroad company our responsibility ceases. We are in receipt of your favor. In remembrance of their notable statesman the citizens erected a marble statue.

It is probable that he is eligible to receive a favorable recommendation. They have not begun the manufacture of automobile supplies in a regular way. The material is very serviceable on account of its pliability. There is not even a probability that he will secure the necessary supplies before Dec. 1st. The wage of many miners is not sufficient for the necessities of life. Perhaps I can secure a more complete description of that country. You have not had as much responsibility on your shoulders as I have had. We have not yet received a response to our inquiry.

Their reply was in response to a letter we wrote them about two weeks ago. It was a mistake on their part not to pay the full amount of the tariff. I will be responsible for my representative. I am glad to know that you have received such an open recommendation. Perhaps you can explain the feasibility of his plan. I prefer to recommend what I have already tested. We shall take with us the horses, wagon, tent, kitchen utensils, etc. He identified the thief as the man whom he had seen in the corridor of the hotel, and remembered that he had been represented as a claim agent of the Iron Mountain Railway.

The fallibility of a tribunal lessens the strength of its authority. It is reasonable to suppose that every effort will be made to contradict the defendant's testimony. A balance of one thousand dollars is yet to be paid as a part of the purchase price of the strawboard manufacturing plant. He is a very capable and responsible representative. There is no necessity to order more material at this time, unless we recive a much larger number of orders. His recollection of the affair was very vague.

157A. Speed practice.—After Lesson 17 has been completed and while working on Lesson 18, practice for speed on Section 114, Lesson 12, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 18

158. Prefixes.—

Write **TK** for *de, di*
TPH *en, in, un, intra*

159. Suffixes.—

Write **-G** for *ing, thing*
-L *ly, ily, ley*
-LT *ality, ility*

159A. Combinations.—

Write **AOE** for ' (apostrophe) or (single quotation)
AOEU " (quotation marks)

159B. In words ending in *ying* like *carrying* and *marrying*, the **E** for *y* should be written with the **G** for *ing* in the last stroke. **KAR=EG**; **PHAR=EG.**

160. Write the word *debate* in two strokes. **TK=PWAT** (to distinguish from *gate*).

161. Do not use the prefix **TPH** for words beginning *ent* or *int*. Remember to use **SPW** in these words.

However, if a word begins with *entw* or *intw*, use **TPH** for the prefix *en* or *in*.

162. When the suffix *ly* is preceded by *l* write the **-L** for *ly* in a separate stroke. *Jelly*, **SKWREL=L.**

The suffix *ly* in such words may also be written **E.** *Jelly*, **SKWREL=E.**

163. Whenever an initial consonant and a vowel are written in the same stroke with the suffix, write the vowel although it is represented in the suffix sign. *Mortality*, **PHOR=TALT**

164. Word practice.—Write ten perfect copies.

Debar debauch decay deceive decide declare decline decrease defy defeat defraud defect deter defer defile define deform defraud degrade degree delay delighted delinquent **TKHREUPB=**

KWEPBT deliver TKHREUFR demand TKPHAPBD demonstrate demur deny

Depart depend deplore deposit depot deprive deputy TKPUT=E derive descend desert design desire detach detain detect determine digest digress dilate dilute diminish TKPHEUPB=EURB diploma direct detest detract develop TK=SREL=OP devolve devour devote diffuse

Enroll enlist enliven enjoy enjoin enlarge engrave enhance encircle engage enforce endure encounter enable TPHABL endeavor entail enemy TPHE=PHE inscribe inbound incline income TPH-BG increase energy TPHER=SKWRE

Incredible incurable indebted indeed indelible indent indenture induce indulge industry TPH=TKUS=TRE infallible infected infer TPH-FR infernal TPH=TPERPBL infinite TPH=TPEUPBT inhale invert inherit insist inspire institute TPH=STUT instruct insult invent invite involve entwine TPH=TWEUPB

Inapplicable TPHA=PHREUBG=BL incapable incur indebted index indifferent TPH=TKEUF indulge inflate infuse inhabit TPH=HABT inherit TPH=HERT inspect install instinct insufficient TPH=SUF

Intellect SPWEL=EBG intelligent SPWEL=SKWREPBT intend intense intolerable SPWOLS=BL or SPWOL=ERBL intrude invade invaluable TPH=SR-BL invest

Unable unbalanced TPH=PWALD unbearable unchain unfair unfit ungrateful TPH=TKPWRAT=F unhappy TPH=HAP unknown unlawful unlock unnatural TPH=TPHA unpaid unprofitable unreal unreasonable TPHRES=OPB=BL unsealed unsteady untidy untwist unwelcome unwise unwrap unwritten TPH=WREU intramural intraurban intrastate

Bowling bracing breeding budding building burning bleeding plodding treating pleading pouting beating putting admitting debating TK=PWAT=G spitting sitting sliding fishing dressing ringing plowing shaving writing WREUG teaching washing ceiling buying watching hunting dividing packing

Touching walking running living sleeping working pulling seeing selling something S-G anything TPH-G nothing -PBG plaything PHRAG casting KAS=TG (To distinguish from *casing*)

Blindly bravely commonly finally gravely manly jointly honestly plainly womanly friendly likely rarely lovely purely barely kindly lovingly longingly lazily HRAS=EUL merrily PHER=EUL lastly HRAS=L merely PHERL

Strongly badly madly hardly shrewdly lately fairly absolutely ABS=HRUT=L daily gaily jelly jolly folly bully touchingly doubtingly knowingly -PBG=L luckily bodily mightily liberally mortally PHORT=AL=L or PHORLGTS=L orally ORL=L naturally TPHAL casually KAS=UL=L formally TPORPL=AL=L

Liberality morality municipality PHU=TPHEUS=PALT neutrality originality O=REUG=TPHALT or O=REUG=EUPBLT personality plurality intellectuality SPWEL=EBG=ULT civility SEUFLT agility A=SKWREULT utility U=TEULT humility HU=PHEULT fertility TPER=TEULT

165. Abbreviations.—

TPOR	*inform, information*	SRAPBG	*advantage*
SRES	*investigate, investigation*	KPWOR	*important, importance*
KHRU	*include*	TPEUPB	*finance*
STUT	*substitute*	TPEU	*financial*
TPHEG	*neglect*	-FRLS	*nevertheless*
SRAPBS	*advance*	PRERBT	*appreciate*
PHED	*immediate*	TPREBG	*frequent*
TEUS	*advertise, advertisement*	STRU	*instrument, instrumental*
PHEPL	*memorandum*	SKWRUR	*injure, injury*
PHEPL=A	*memoranda*	SREUS	*advise, advice*
SPREUS	*surprise*		

166. Writing exercise.—Write ten perfect copies.

We are unable to get any information about the investigation before tomorrow. All we could learn about the matter was that everybody was very much surprised. We intend to get full data as soon as possible; nevertheless we may be unable to investigate the matter before day after tomorrow. We shall not neglect the matter, however, and shall inform you immediately. We are advertising for some memoranda we lost yesterday, which was

of great importance. This invoice was substituted in its place. He appreciated the advantage it gave him in his work with finance. He frequently threatened to make a change. It was necessary for them to entrust the memorandum with her. They made an immediate advance upon the city.

They would frequently include a month's salary in the prizes offered. It was very important for him to be there at that time. The financial circle was quite shaky. The Governor made a very thorough investigation. The story is yet untold. He could not endure the trouble. The prisoners insisted on their freedom. Nothing is appreciated by some people. It was a parting glance. They were unable to find anything during the search. They were investigating the shooting of a yearling. They glided along quite merrily on their way to the rally. He was censured for his hostility towards the measure. He was instrumental in building the viaduct. He was asked to examine it very carefully.

Did you read the advertisement? His advice was well meant. It was a painful injury.

166A. Speed practice.—After Lesson 18 has been completed and while working on Lesson 19, practice for speed on Section 134, Lesson 14, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 19

167. Prefixes.—

Write **TPH-BG** for *incog, incom, incon, incor, incum, uncom, uncon, uncor, uncol*

TPH-BGT *uncontro, uncontra*

168. Suffixes.—

Write **-PLT** for *ment, mental*

168A. Combinations.—

Write **OE** for **-** (hyphen)

OE=OE — (dash)

169. Word practice.—Write ten perfect copies.

Incognito **TPH-BG=TPHEUT=O** incognizable **TPH-BG=TPHEUS =BL** incombustible incomparable **TPH-BG=PARBL** incompatible **TPH-BG=PAT=BL** incompetent incomplete incomprehensibility **TPH-BG=PREPBS=BLT** inconceivable incorrect **TPH-BG=REBG** incorrupt **TPH-BG=RUP** incumbent uncomfortable **TPH-BG= TPORT=BL** uncommon **TPH-BG=PHOPB** uncomplaining **TPH-BG =PHRAPBG** unconcerned

Uncontradicted **TPH-BGT=TKEUBGD** uncontrollable **TPH-BG= TROL=BL** uncontroverted **TPH-BGT=SRERT=D**

Commencement disappointment judgment **SKWRUPLT** engagement **TPH=TKPWAG=PLT** supplement **SUPL=PLT** element detriment **TK=TREUPLT** moment monument **PHOPB=UPLT** ornament compliment argument **ARG=UPLT** rudiment ligament cement **SEPLT** adornment payment dement **TK-PLT** comment **K-PLT** lament improvement **KPWROFPLT** parchment document **TKOBG=UPLT** installment **TPH=STAL=PLT**

Bereavement **PWREFPLT** fundamental ornamental elemental supplemental detrimental

170. Abbreviations.—

SEU	*situate*	**HROL**	*local*
SEUGS	*situation*	**SUB**	*sub'ject, subject'*
HR-PL	*almost*	**OB**	*ob'ject, object'*
TPOL	*follow*	**PRE**	*pre'sent, present'*
OPS	*opposite*	**STAPLT**	*statement*
PERP	*perpendicular*		

171. Writing exercise.—Write ten perfect copies.

The horse was uncontrollable. That information was uncontradicted for a long time. It was an inconceivable amount. He was very much unconcerned. The book is incomplete. The house is heavily incumbered. I think his statement is incorrect. The letter is still unconfirmed. The error was still uncorrected. He was morally bound to accommodate them. It was very uncommon to see him running for office. The data on that subject was uncollected.

The situation was trying. Send him the letter immediately, as it is almost time to compile the data. Follow up the letters about this matter and have the investigation completed. Opposite the name were figures of poor legibility. Perpendicular lines were drawn to represent some of the timbers to be used in the structure. He did not follow the advice. He is a representative of the local ice company. He did not seem to object to the subject which had been given him for debate. They were also present. It is their object to subject him to a thorough test. He will present a forceful subject.

171A. Speed practice.—After Lesson 19 has been completed and while working on Lesson 20, practice for speed on Section 141, Lesson 15, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 20

172. Prefixes.—

Write **TPHABG** for *unaccom,*
TK-BG *discom, discon*
K-D *conde, condi*

173. Suffixes.—

Write **-GS** for *ashun, ishun, shal, shun, shus, zhun*
-BGS *ction, xious, xion*
-PBGS *nxious, nction*

173A. Combinations.—

Write **STPH-FPLT** for ((parenthesis)
STPH-FPLT) (parenthesis)
SKWR-RBGS _____ (underscore)

173B. If the dictator requires a certain word or certain words to be underscored, indicate the same immediately after each word.

174. Word practice.—Write ten perfect copies.

Unaccommodated **TPHABG=TKAT=ED** unaccompanied **TPHABG=PAPB=ED** unaccomplished unaccomplishment **TPHABG=PHREURB=PLT**

Discomfort discommend discommode discompose disconcert disconnect discontent **TK-BG=TEPBT** condescend condescension

Admiration aspiration navigation exaggeration **KPAGS=GS** inspiration **TPH=SPEURGS** irrigation **EUR=TKPWAGS** litigation **HREUT=TKPWAGS** negation occupation **OBG=U=PAGS** operation **OPS=GS** citation legation ovation evasion invitation dictation vegetation imitation adoption nation delusion contention prevention suspension examination **KP-GS**

Invention assumption attention mention mission Russian cushion option motion illusion devotion pension mansion tuition edition addition condition decision division admission provision suspicion

Conscious **K-GS** delicious fictitious luscious vicious **SREUGS** superstition **SUPS=STEUGS** spacious capacious gracious cautious

suspicious SUS=PEUGS malicious marshal partial palatial special influential TPH=TPHRUPBGS credential official judicial social essential E=SEPBGS differential TKEUFRPBGS

Motion diction fiction prediction abduction protection projection conviction direction infliction attraction faction connection KEBGS collection KHREBGS contraction infection anxious conjunction function sanction

175. **Abbreviations.**—

THU	*enthusiastic, enthusiasm*	TPEUS	*physical, physician*
SREUD	*individual*	-PBLG	*knowledge, acknowledge*
PREUF	*privilege*	ORG	*organize*
SKOUPBT	*discount*	SUG	*suggest, suggestion*
TKUBG	*deduct*	-BGS	*action*
SKREP	*discrepancy*	SKUGS	*execution*
TPEBG	*effect*	POGS	*position*
AFBG	*affect*		

176. **Writing exercise.**—Write ten perfect copies.

It is acknowledged by all that our natural products should be conserved. It is natural that they should be very enthusiastic over the amount which was deducted from their account. It is our intention to organize a general employment station, and we shall be able to place all our stenotpyists in high-grade positions. The ship was delayed, and, owing to the fact that our material was not on hand, we were unable to complete the work. We think the shipment was diverted by the railroad company. It was fully an hour after the formal order was issued before it was executed. She is ill at the home of her brother, and the condition of her sister has been poor for some time. Their physician is at the bedside. It was a significant fact that he decided to take advantage of the privilege of withdrawing from the firm before his accounts were investigated.

He has become quite an expert in the manipulation of the new machine. I will send statement to him in order that he may see the mistake. The state papers are already awaiting the president's signature. The significance of the movement of men to the border is striking. No one can tell in advance what the effect will be. Upon careful investigation it was discovered that he had made an error in the account which cost the company

nearly three hundred dollars. The parchment was very old and contained much valuable information. There was such a discrepancy in their figures that they will have to go over the accounts again tomorrow. He was so unaccustomed to indoor labor that his health soon became impaired. Their actions must signify something. Generally speaking your deductions would be correct. There is a well defined intention on the part of many to discount those statements.

All were anxious to begin the conflict. There is a discrepancy in those bills and you should deduct the amount charged through error. He is the most ambitious man in his town and hopes to be elected mayor. We may place our manufacturing plant in your city if sufficient inducements are offered us. It is natural for all to desire to make money. His knowledge of fiction is very complete. He has a very fine position.

Dear Sirs:

In looking over the account rendered by you on the 1st of April, which has already been paid, I find an error of $2.40 has been made in your favor. Please advise whether we shall deduct this from the May account, or, if you prefer, you may send us credit memorandum for the above amount. This is due to the fact that we failed to deduct the usual 2% for payment in ten days from date of statement.

Thanking you for giving this your prompt attention, we are

Very truly yours.

His enthusiasm is not affected. The governor of the state was appealed to for a stay of execution. He was in perfect physical condition. That is a good suggestion. He had an individual style. What do you suggest?

176A. Speed practice.—After Lesson 20 has been completed and while working on Lesson 21, practice for speed on Section 151, Lesson 16, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 21

177. Prefixes.—

Write **TPH-D** for *inde, indi, unde, undi*
TPH-T *ante, anti*

178. Suffixes.—

Write **-PBS** for *ance, ence, ness*
-PBT *ant, ent*
-PBS=E *ancy, ency*

179. Combinations.—

Write **KAP** for *begin with capital letter*
KAPS *all capitals*
= *paragraph*

179A. If the dictator requires a certain word or certain words to be begun with a capital letter or written all capitals, indicate the same after each word.

180. Word practice.—Write ten perfect copies.

Indefatigable **TPH-D=TPAT=EUG=BL** or **TPH-D=TPAT=TKPWABL** independent **TPH-D=PEPBD=PBT** indescribably **TPH-D=SKREUBL** indestructible **TPH-D=STRUBG=BL** indicate **TPH-D=KAT** indigestion **TPH-D=SKWRES=KHUPB** indigo **TPH-D=G** indirectly indiscreet **TPH-D=SKRET** indispose **TPH-D=SPOS** indisputable **TPH-D=SPUT=BL**

Undefined **TPH-D=TPEUPBD** undefinable undeniable **TPH-D=TPHEUBL** undependable **TPH-D=PEPBD=BL** undetermined **TPH-D=TERPL=EUPBD** undigested undisputed indistinct **TPH-D=STEUPBG** undivided undisturbed **TPH-D=STURBD**

Antecedent **TPH-T=SED=PBT** antedate **TPH-T=TKAT** anteroom **TPH-T=RAOPL** antidote **TPH-T=TKOT** antimony **TPH-T=PHOPB=E** antiquated **TPH-T=KWAT=D**

Annoyance pittance **PEUT=PBS** appearance allowance **A=HROUPBS** penance nuisance **TPHUS=PBS** performance perseverance **PERS=SRERPBS** essence absence **ABS=PBS** concurrence occurrence **O=KURPBS** condolence experience **SPERPBS**

credence violence SREU=HREPBS preference PREFRPBS permanence sufficiency SU=TPEURB=PBS=E

Vacancy SRABG=PBS=E vagrancy attendance A=TEPBD=PBS fluency TPHRUPBS=E insolvency clemency KHREPL=PBS=E efficiency E=TPEURB=PBS=E

Bitterness PWEUTS=PBS fairness slowness SHROPBS boldness carefulness KAR=FPBS fullness blindness gladness fineness loudness fierceness TPERS=PBS brightness weakness leanness suitableness seasonableness capableness KAPBL=PBS culpableness feebleness serviceableness deafness aptness AP=PBS

Abundant accountant -BGT=PBT warrant WARPBT attendant pleasant tyrant tenant restaurant pendant pedant dependent apparent A=PARPBT patent efficient decent potent adjacent transcendent descendant prevent PRE=SREPBT parent antecedent crescent deficient torrent latent

Assistance A=SEUS=PBS hesitancy HES=TAPBS=E distance TKEUS=TAPBS constancy K=STAPBS=E occupancy OBG=U=PAPBS=E precipitancy PRE=SEUP=TAPBS=E incumbency TPH-BG=PWEPBS=E competency KPE=TEPBS=E calmness KAUPL=PBS happiness HAP=PBS prominence PROPL=TPHEPBS presidency PRES=TKEPBS=E

181. Abbreviations.—

SEP	*accept*	SRABG	*vacant*
TPUR	*furnish*	TUPBT	*opportunity*
PURP	*purpose*	SRO	*voluntary*
ART	*article*	PHREUBGT	*applicant*
SERT	*certain*	PHREUBGS	*application*
SPHEUT	*submit*		

182. **Writing exercise.**—Write ten perfect copies.

He is very independent. It was indescribably small. The bridge was indestructible. Was there anything there to indicate that he had indigestion? I believe it would be very indiscreet to use indigo as one of the colors. The animals were rather indisposed to perform nicely on that occasion. He will be affected both directly and indirectly by that measure. Their claims are undisputable and undeniable. His attitude was not only undefined, but also undetermined; he was, therefore, undependable. The speaker was given the undivided attention of the entire

audience and what he said was undisputed by his opponents. They stayed in the anteroom until the debate was over. Every poison has its antidote. A two months continuance of his allowance by the committee was undisputed by him. Perseverance is a great asset to successful salesmanship.

That noise is a nuisance. That occurrence was concurrent with his absence. They spoke of the permanent nature of his experience with that system. There were several boys and girls in attendance at the time the violence occurred. The creditors talked of his insolvency. Efficiency or deficiency mark the success or failure of the stenographer. Fairness and truthfulness are indispensable to business success. They soon saw the fierceness of the storm.

The accountant was very efficient. It was apparent that the attendant delivered the warrant in a pleasant manner. He is a descendant of King George the First. He was unable to organize the students for that purpose. He accepted the position on account of its permanence. They furnished every article that was ordered for a certain purpose. He did not have an opportunity to execute a deed for the vacant property. The applicant submitted his application for a permanent position. His service was voluntary.

182A. Speed practice.—After Lesson 21 has been completed and while working on Lesson 22, practice for speed on Section 157, Lesson 17, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 22

183. Prefixes.—

Write **STK** for *re, reg, rej, rek*
STK-PB *rein*

184. Suffixes.—

Write **-BG** for *ical, icle, acle*
-T *ity, ate*

184A. Always omit the vowel before the suffix **-BG.** This is an exception to paragraph 163. *Electrical,* **E=HREBG=TR-BG;** *vehicle,* **SRE=H-BG;** *surgical,* **SURG=BG.**

185. Word practice.—Write ten perfect copies.

Rebate **STKPWAT** rebel rebound rebuild rebuke relate relax release reliable relief religion relinquish **STKHREUPB=KWEURB** rely repay repeat repeal repent repetition report reprimand reprove reproach reproduce repel repulse repute reward

Regain **STKAPB** regard regulate **STKULT** regiment **STKEUPLT** reject rejoice **STKOEUS** rejoin recall record recover recur recruit

Reinforce **STK-PB=TPORS** reinform reinsert reinstall reinstate reinsure reinvest

Antiseptic **TPH-T=SEP=EUBG** anaesthetic hieroglyphics **HEUR=TKPWHREUF=EUBGS** aseptic pacific **PA=SEUF=EUBG** atlantic authentic attic anatomical **APB=TOPL=BG** alphabetical anatomic comic **KOPL=EUBG** classic chronic caustic chemical **KEPL=BG** sympathetic **SEUFRP=THET=EUBG** surgical tragical terrific radical critical colic **KOL=EUBG** comical **KOPL=BG**

Electrical typographical **TEUP=TKPWRAFBG** historically methodically emphatically critically electrically antiseptically

Felicity elasticity nativity obscurity peculiarity popularity prosperity maturity purity fraternity polarity minority majority brevity calamity **KA—HRAPLT** quality quantity **KWAPBT** activity absurdity veracity community **KPHUPBT**

Carbonate elaborate **E=HRABS=T** donate actuate **ABG=TUT** inconsiderate **TPH-BG=SEUDS=T** commensurate **KPHEPBS=URT** vacate passionate **PAGS=T** impersonate **KPWER=SOPBT**

climate separate **SEP=ART** probate appropriate **A=PRO=PREUT** percolate **PER=KOLT** prelate populate generated **SKWREPBS=T=ED**

Manacle pinnacle barnacle tabernacle miracle oracle spectacle receptacle obstacle icicle vehicle follicle chronicle ventricle auricle canticle particle cuticle clavicle uncle **UPBG=L** carbuncle **KAR=PWUPBG=L** ankle **APBG=L** wrinkle **WREUPBG=L**

186. Abbreviations.—

TKEPL	*democrat, democratic*	**ABGT**	*accident*
HREG	*legislature, legislative*	**PHAG**	*imagine, imagination, imaginative*
PUB	*public*	**SPERS**	*superior*
PHR-F	*plaintiff*	**SPERT**	*superiority*
STKPUB	*republic*	**STKPUBG**	*republican*

187. Writing exercise.—Write ten perfect copies.

How much rebate did they allow you on the amount of freight already paid? Will they rebuild the bridge? Upon what did you rely? Will he repay the rebate if you report it? When will they recall the regiment? They will recover the report. He will be reinstated. He will take his money from the Pacific Insurance Company and reinvest it in the Atlantic Fire Protection Association. They were not able to regulate the amount. Was the deed recorded? They rejoiced in the good news. He was rewarded for his kind acts. They were reinstalled. It was an authentic report of the proceedings of the Atlantic Coast Anatomical Society. Aseptic, antiseptic and anaesthetic are medical terms of frequent occurrence and are also well known to the surgical profession. Stenotypy is a radical departure from the old time methods of shorthand writing. They were making a topographical survey of the Pacific coast with the view of constructing an electric railway through that section of the country.

It was a typographical error. His peculiarity has brought him much popularity. Scientists tell us that every piece of matter has its polarity. Quality before quantity. His reputation for truth and veracity in the community in which he lives is poor. Minority and majority are important terms in political parlance. The deacon did not elaborate on the donation to the college. His pay was quite commensurate with the quantity of work he did

and he was very inconsiderate of his ability to ask for more. He was able to appropriate a liberal amount for a separate donation. The democrats were in the majority in the State legislature, but in a minority in the National legislature. The republicans received the minority vote at that convention. The plaintiff was entitled to a public hearing. The secretary could not imagine how the accident occurred. He was unable to secure the signature of the chairman. The superiority of superior workmanship is apparent to the untrained eye. They will rebuild the store. He is a recruit in the Boy Scout regiment. That was a democratic legislative body. It was an imaginative enemy. His imagination is very vivid.

That vehicle is well made. He was saved by a miracle. The pinnacle towered high into the heavens. There was not a particle of dust on the glass. Icicles are hanging from all the eaves this morning.

187A. Speed practice.—After Lesson 22 has been completed and while working on Lesson 23, practice for speed on Section 166, Lesson 18, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 23

188. Prefixes.—

Write **STK-BG** for *recog, recom, recon*
STKW *red, ref, ret, rev, req*

189. Suffixes.—

Write **-S** for *self*
US *ious, ous, eous, ius, uous*
-FB *ive, tive, itive*

190. Word practice.—Write ten perfect copies.

Redeem redress reduce refill reflect reform refrain refresh refund refuse refute retain retard retention retire return retreat reveal reverse revenge review revise revive revel **REFL** revolt revoke revolution **STKWOL=UGS** revenue retort retrace retrieve refine referee refuge refract reflux revolve revelry revere reverent revert revise recommit recompense recompose reconcile reconsider reconstruct reconvey **STK-BG=SRA** reconcilable **STK-BG=SEUL=BL** recognize recognition recognizance **STK-BG=TPHEUS=PBS** reversal revision

Commodious congruous incongruous conspicuous contagious contiguous continuous copious contemporaneous courteous credulous cumbrous disadvantageous discourteous curious fabulous famous fastidious yourself herself myself himself ourselves themselves gaseous generous genius glorious harmonious ignoramus impious injurious instantaneous **TPH=STAPB=TAPB=US** jealous joyous **SKWROEU=US**

Riotous **REU=OT=US** rigorous prosperous melodious mischievous rebellious previous relative **STKHRAFB** negative fugitive talkative request requital requisition passive respective native active motive captive deceptive elective attractive consecutive **K=SEBG=UFB**

191. Abbreviations.—Write and read twenty times all abbreviations for states.

AL=A	*Alabama*	**TKEL**	*Delaware*
ARS	*Arizona*	**-D=KR**	*District of Columbia*
ARBG	*Arkansas*	**TPHRA**	*Florida*

KAL	*California*	**TKPWA**	*Georgia*
KOL	*Colorado*	**EUD**	*Idaho*
KOPB	*Connecticut*	**EUL**	*Illinois*

192. Write the abbreviations for the names of the states, when the names are composed of two words, in two strokes, even though it be possible to write them in one. *United States*, **U=-S.**

Do not use a period after the abbreviations for the names of the states.

193. Writing exercise.—Write ten perfect copies.

You may redeem this certificate. The law offers redress. That will reduce your purse, and you should strive to refill it. You should reflect and reform. That will refresh his memory. They refused to allow him a rebate and retained the full amount of his payment. He will retire after his return from Colorado. Their retreat was revealed to the enemy, and they were filled with the spirit of revenge. Can you secure a revised review of the revolution? The revenue agent retraced his steps. Where do they refine the oil? The referee took refuge behind the grand stand. He will reconsider his decision. They were unable to get a reversal. He was very conspicuous. Some diseases are contagious while others are infectious. It was one continuous round of pleasure. The advent of the adding machine was contemporaneous with that of the cash register. Spanish people are very courteous, while the African race is notorious for being discourteous.

She is of a jealous nature. Genius is never clothed with conceit. The various tribes worked together very harmoniously. Progressive people are always anxious and curious to know the merits and demerits of the various mechanical devices that come on the market from time to time. Do not deceive yourself. By her hard work she has bestowed upon herself many laurels. I have cut myself. He has led himself to believe that he is right. There we shall find ourselves surrounded by a different atmosphere.

193A. Speed practice.—After Lesson 23 has been completed and while working on Lesson 24, practice for speed on Section 171, Lesson 19, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 24

194. **Prefixes.**—

Write **SKPW** for *rem, ren* (when followed by a vowel).
TPH-R *unre*

195. **Suffixes.**—

Write **-LS** for *less*

196. **Word practice.**—Write ten perfect copies.

Remain remark remedy remind remit remonstrance remorse remote remove remunerate renew renovate renaissance renown unredeemed unregarded unreliable unremitted unrestored unrestraint unrestricted unrevoked unrewarded unrecorded unreceived

Blameless bloodless bottomless boundless brainless breathless careless ceaseless faithless restless matchless fearless helpless **HELS** heedless endless motionless groundless harmless thoughtless regardless faultless needless worthless reckless painless

197. **Abbreviations.**—

EUPBD	*Indiana*	**PH-D**	*Maryland*
EU=WA	*Iowa*	**PHAS**	*Massachusetts*
KAPB	*Kansas*	**PHEUFP**	*Michigan*
KEPB	*Kentucky*	**PHEUPB**	*Minnesota*
HRA	*Louisiana*	**PHEUS**	*Mississippi*
PHE	*Maine*	**PHO**	*Missouri*

198. **Writing exercise.**—Write ten perfect copies.

He will remain. Did you hear his remark? What remedy do you suggest? It was a small remembrance. Please remind him to remit at once. He was filled with remorse. They have removed to a remote community. Great and active minds cannot remain at rest. He will renew the note. He is an artist of great renown. It was a bloodless battle. The horses fell into the bottomless pit. He was very careless in his work, regardless of the ceaseless efforts of his employers. That statement is unreliable. The case was remanded for a new trial. It was a breathless moment

and the throng stood motionless when the fearless fellow performed his reckless feats in mid-air.

He made some very sarcastic remarks while there. The stock was unredeemed. Shakespeare said, "Things without all remedy should be without regard." They have an endless chain of groundless claims which are absolutely worthless. It was a painless operation. Did you remunerate him for his faultless work? It is said, "Remembrance is but the reviving of some past knowledge." He was unrewarded for his unremitting work. Things of nature oft remind us of our Maker's power and love. The deed remained unrecorded. The criminal's remorse is his greatest punishment. It was a very remote idea, but was not easily removed.

198A. **Speed practice.**—After Lesson 24 has been completed and while working on Lesson 25, practice for speed on Section 176, Lesson 20, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 25

199. Prefixes.—

Write **TPH-RBG** for *unrecog, unrecom, unrecon*
TP *fore, for, full, ful*

200. Suffixes.—

Write **-LG** for *alogy, ology, logy*

201. Word practice.—Write ten perfect copies.

Unrecognized unrecommended **TPH=REPLD** unreconcilable unrecompensed unrecognizable forbid foretell foresee forgive forget forsake forward fullblooded fullgrown fulfill forbade forbear forever foreclose forefather foreground forethought forewarn forfeit forecast forego foregone

Biology analogy theology zoology physiology chronology genealogy mineralogy mythology dermatology eulogy apology

202. Abbreviations.—

PHOPBT	*Montana*	**TPH=KR**	*North Carolina*
TPHEB	*Nebraska*	**TPH=D**	*North Dakota*
TPHEF	*Nevada*	**O**	*Ohio*
TPH=H	*New Hampshire*	**OBG**	*Oklahoma*
TPH=SKWR	*New Jersey*	**OR**	*Oregon*
TPH=PH	*New Mexico*	**PA**	*Pennsylvania*
TPH=KWR	*New York*		

203. Writing exercise.—Write ten perfect copies.

He came here unrecommended. They appear to be unreconcilable to the fact. You seem to forget that conditions forbid our joining forces. Will the weather forecast be fulfilled? The foreman was forever in the foreground of the forward movement. You cannot forget until you forgive. The lien was foreclosed and he had to forfeit the first payment. He liked to study analogy. Can you tell me his theology? Physiology is the science of vital power. They had a book of early English mythology. Zoology is one of the two main branches of biology. The genealogy of his forefathers was unknown to him. It was a foregone conclusion. He was unrecompensed for his labor. Genius is yet unrecognized. I shall never forget his forethought and advice.

He is what is called an unreconstructed Southerner. He was unrecognizable when they pulled him out of the wreck, which took place near Altoona, Pa. He went to them unrecommended but has proven conclusively that he can do everything he claimed when they employed him. He was so dejected over being unrecompensed for the splendid work that he had done, that he refused any further employment from them and sought a position in another city. Forbid him to ever come to this house again, and tell him as long as he remains prejudiced against Socialism he shall not be a welcome guest. His forefathers were full-blooded Indians who never forgave any injury. It seems that he can foresee a necessary measure long before the other directors see the need of it. Do not forget that we promised to be there to welcome the judge on his return from Montana. If he forsakes the Republican cause every politician in the country will hear the news as soon as the papers come from the press. Please come forward and take a seat close to the stage. While he was out hunting he was attacked by a full-grown bear and barely escaped with his life. They forbade me to come back to school under the penalty of expulsion. Do you think he fulfilled his part of the agreement by taking the castings to Dayton? His forebears were thrifty, hard working people. The professor is forever trying to impress upon the student the necessity of learning to read every exercise in the text. The president is always in the foreground of national politics. He had forethought enough to prevent the catastrophe. Forewarned is forearmed. If the case is taken to court, he will have to forfeit all right to the property. They will forego any hardship to be able to be at the aeroplane meet. His vivid and exact phraseology had become habitual. He is very well versed in phrenology. A good working knowledge of ancient and modern historical events is essential to the student of chronology. He made a public apology to the man he had insulted. He is following his scientific researches in astrology. He is a specialist in ophthalmology, otology and laryngology.

203A. Speed practice.—After Lesson 25 has been completed and while working on Lesson 26, practice for speed on Section 182, Lesson 21, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 26

204. Prefixes.—

Write **TPHR** for *enter, inter, intro*
PHAG *magna, magne, magni*
S *circum, self*

205. Words ending in *ry*.—

In words of more than two syllables ending in *ary, ory, ury, ery* and *iry*, omit **the final** *y*. *History*, **HEUS=TOR**; *histories*, **HEUS=TORS.**

206. Prefix S.—

Whenever **S** is used as a prefix, write it in a separate stroke, except *selfish*, **SEURB.**

207. Omit *i* before another vowel when it plays very little part in the sound of the word in such words as *obviate, pecuniary, medium* and *median;* **OB=SRAT, PE=KUPB=AR, PHED=UPL, PHED=APB.**

208. Word practice.—Write ten perfect copies.

Enterprise entertain intercede intercept interchange entering intercourse interfere interline interlude intermarry intermittent international interrupt intersect interval intervene interview interstate intermingle interspace introduce introductory introspect introvert intermit interment **SPWERPLT**

Magnetism magneto magnetize magnify magnitude circumference circumnavigate circumscribe circumspect circumstance circumvent self-conceit self-confidence self-conscious self-contained self-control self-defense self-denial self-imposed self-indulgent self-possessed self-respect self-willed

Military millinery imaginary exemplary sedentary secondary parliamentary elementary depository accessory valedictory tributary theory **THE=OR** summary capillary stationary stationery rectory pecuniary penitentiary oratory preliminary perfunctory laboratory dormitory observatory adversary momentary

Actuary **ABG=U=AR** mandatory butchery itinerary cemetery dilatory hereditary confirmatory congratulatory executory

209. Abbreviations.—

R=EU	*Rhode Island*	SR-T	*Vermont*
-S=KR	*South Carolina*	SRA	*Virginia*
-S=D	*South Dakota*	WA-RB	*Washington*
TEPB	*Tennessee*	W=SRA	*West Virginia*
TEBGS	*Texas*	WEUS	*Wisconsin*
UT	*Utah*	WEU	*Wyoming*

210. Writing exercise.—Write ten perfect copies.

The international enterprise should pay big interest. They will entertain you during the intermission. Do not interrupt the interview. They were entering the enclosure. Who will intercede in his behalf? We must meet first and intercept his course. Those parts are interchangeable. His intercourse with Heaven becomes part of his daily food. That will not interfere with interstate commerce. The wires were interlaced at the intersection. Interludes were played after each verse. It was declared legal for nobles to intermarry. There was an intermittent supply of water. Stockholders may intervene in a suit against directors. He made a few introductory remarks during the short interval. His personal magnetism was due to his self-respect. He will magnetize the knife for you. Self-conceit is only magnified by one's self-consciousness. The circumference of the earth is of great magnitude. They tried to circumnavigate the globe. He tried to circumvent his enemies in self-defense. Under the circumstances he lost his self-control. By practicing self-denial he became entirely self-possessed and self-willed.

The military band gave a preliminary overture. The itinerary is not yet completed. He led an exemplary life. He took an elementary course in history. The conference refused to make its decisions executory. The accessory to the crime was sent to the penitentiary. Make peace with your adversary. It was an auxiliary ship. They have a large library at the seminary.

210A. Speed practice.—After Lesson 26 has been completed and while working on Lesson 27, practice for speed on Section 187, Lesson 22, until it can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 27

211. Words retaining foreign pronunciation.—There are many words in the English language, which have come from other languages, that have retained their foreign pronunciation. The vowels in such words have an irregular sound. Write the vowels in such words according to their sound rather than according to their spelling. *Bureau*, **PWU=RO**; *croquet*, **KRO=KA**; *sachet*, **SA=SHA**.

212. Word practice.—

Rouge **RAORB** resume crochet negligee regime chauffeur garage mirage debris limousine tonneau beau valet (when pronounced vala) ballet matinee

213. Compound words.—The following table is given to illustrate how certain compound words may be written:

	by	in	to
Here	**HERB**	**HERPB**	**HERT**
There	**THR-B**	**THR-PB**	**THR-T**
Where	**WR-B**	**WR-PB**	**WR-T**
With	—	**W-PB**	—

214. Corrections and additions.—In the event a correction or addition is to be made some distance back in the dictation, refer to the place in the notes where the correction or addition is to be made and, with a pencil, insert a letter (such as A, B, C, etc.). Then strike the space bar, then the letter (**A, B, C,** or whatever letter is used), then strike the space bar again and write the correct copy, together with any instructions that may be necessary. The asterisk or pencilled letter serves as a warning to the reader who immediately looks for the correction or addition. In making a correction, it is always well to begin after the asterisk with a word or two directly preceding the word or words to be corrected.

214A. Speed practice.—After Lesson 27 has been completed, practice for speed on Section 193, Lesson 23, until it can be written readily and perfectly at a speed of one hundred words per minute.

While making a general review of Lessons 1-23, practice for speed on Lessons 24-26 until they can be written readily and perfectly at a speed of one hundred words per minute.

LESSON 28

215. How to practice.—Practice the lists of words in the following lessons from dictation until they can be written accurately and readily. If you are not positive as to the abbreviation or manner of writing each word in the exercise, look it up in the foregoing lessons before beginning the practice from dictation. Do not attempt to write the letter exercise in the lesson until the word practice has been thoroughly mastered. By being able to write the word practice, which contains the unusual or difficult words occurring in the letter exercise, the speed in writing the letters will not be impeded on account of the difficult matter.

216. Word practice.—

Attorney satisfied investigation communication memorandum published November satisfactory orders advertiser assistance interesting customers prospective detach acknowledge descriptive interested enclosing India discount understanding shipments answering written appreciation allowing business courtesy recently invoiced appreciate promptly render advising shipment bill of lading presentation

217. Letter exercise.—Write each letter seven times.

(1)

Dear Sir:

Replying to your letter of August 5th, I return you papers relating to the suit of Chas. Wells against this Company. Wells' attorney is now satisfied that he has no case and has dismissed the action. You need not take any further steps in the way of investigation unless I write you further. (57)

Yours truly.

(2)

Dear Sir:

I am in receipt of your esteemed communication of the 2nd inst., and under another cover I take great pleasure in handing you one of the memorandum books published by our house.

I hope this will find you well and as happy as you were the last time I met you. I shall return to New York about the 10th or 15th of the month. (69)

Yours truly.

(3)

Gentlemen:

On November 6th we sent you two sizes of music wire.

We would be very glad to know if this wire proved satisfactory and if we may be favored with further orders from you. (38)

Yours very truly.

(4)

Dear Mr. Advertiser:

Please give us a chance to show you how we can be of great assistance to you in interesting your customers and prospective customers in what you have to offer them during the spring of 1911.

Just detach the card and return to us. (51)

Very truly yours.

(5)

Gentlemen:

We beg to acknowledge receipt of your favor of the 14th inst., together with descriptive matter of your lathes.

We will thank you to advise if you make a small turret lathe, not over 10″ swing If you do, we shall be glad to have you quote us. If you do not make lathes this small we will not be interested further. (66)

Yours very truly.

(6)

Gentlemen:

We are in receipt of your favor of the 7th, enclosing order for India Oilstone, and will accept same at a discount of 25% with the understanding that you will place with us in the future orders for gross lots.

We trust you will find the stones entirely satisfactory and await your further favors. (58)

Yours truly.

(7)

Gentlemen:

Answering yours of August 19th, we are pleased to advise we sent you check for $2.35 overcharge on goods, August 18th, the day before yours of the 19th was written, and we trust same has been received.

Thanking you for the order and your kind favors, we remain (54)

Yours respectfully.

(8)

Gentlemen:

We are in receipt of your favor of the 16th inst., and wish to assure you of our appreciation of your allowing us a discount of 25% on our order for India Oilstones.

You may rest assured that we shall give you the business your courtesy merits. We are (54)

Very truly yours.

(9)

Gentlemen:

Kindly render us invoice covering express shipment recently made by you, as well as all other shipments that you have shipped and not as yet invoiced.

In the future we shall appreciate it if you will render us promptly invoices covering all shipments of paper you may make to us. (53)

Yours truly.

(10)

Gentlemen:

We beg to acknowledge receipt of your favor of the 4th inst., advising shipment of eight bars of annealed steel.

We note you are drawing on us, bill of lading attached, which we will honor on presentation. (40)

Yours truly.

LESSON 29

218. Word practice.—

Extension requirements forward credit diary understanding incorrect immediately tomorrow Nashville agricultural separate catalog examination entitled valued enclosure amount account personal soliciting crediting duplicate deposit interest collecting overlooked differential washer samples forwarding registered promptly requirements acknowledging Sandusky Evans mention possibly difference editorial sincerely welcome assurance citizens.

219. **Letter exercise.**—Write each letter seven times.

(11)

Gentlemen:

Per your request of recent date, we enclose copy of invoice of December 4th, NB-25100, showing extension on each item, and trust this bill meets your requirements. (34)

Yours truly.

(12)

Gentlemen:

We enclose herewith our check for $2.00 to pay for the Credit Men's Diary for 1912.

Kindly let the book come forward promptly and oblige (29)

Yours truly.

(13)

Gentlemen:

We are in receipt of yours of the 15th. In yours of the 14th you state, "We want to add to the order given you about 25 more ½ pint boxes." We therefore have changed your order of Nov. 13th from 25 cases ½ pints to 50 cases, this being our understanding of your wishes. If incorrect, please inform us immediately. (64)

Very truly.

(14)

Gentlemen:

In answer to yours of the 28th we have referred the matter to our Mr. Bigley, who will be in Nashville tomorrow to take the matter up with you. (32)

Very truly.

(15)

Dear Sirs:

Under separate cover I send you a catalog of the Whitman Agricultural Co., which I wish you would please submit to Mr. Myrick for his examination, and tell him that I would like a very nice notice made of it, a notice such as the Whitman Agricultural Company, of St. Louis, is entitled to on a contract of 1,000 lines in the F. and H. (69)

Yours truly.

(16)

Dear Sir:

We are in receipt of your valued favor of the 21st inst., with enclosure of $89.65, which amount we have placed to the credit of your account in full to date, with many thanks.

Awaiting a personal call, and soliciting your further orders, we remain. (52)

Respectfully yours.

(17)

Dear Sirs:

We are today crediting your account, as per duplicate deposit slip herewith, $5.00, to cover interest on the Johnson notes, $500.00, 60 days at 6%, which the Fort Worth bank overlooked collecting. (39)

Yours truly.

(18)

Dear Madam:

We have received the differential lock washer and rear wheel lock washer samples, as per your letter of the 13th. We are forwarding by registered mail four of each, which we trust will reach you promptly and meet your requirements. (44)

Yours truly.

(19)

Dear Sir:

Your letter of October 15th, acknowledging mine about the Evans & Co. wheels, is duly received. I know they will be all right if made at Sandusky. I forgot to mention that they want the Parker extension in front. The order may possibly call for drop sand band, but it does not make any difference whether that is on them or not.

I hope to see you at Sandusky before long. (75)

Yours truly.

(20)

Gentlemen:

We wish to thank you very kindly for the editorial which appeared in your issue of June 23rd.

We appreciate sincerely your warm welcome and assurance of the good will on the part of the citizens of this city. (43)

Yours very truly.

LESSON 30

220. Word practice.—

Compliance separate edition forwarding catalog gentlemen together discount threading complete pleasure introduce attention appreciated cheerfully reciprocated special Charles business president superintendent kindness Pittsburg replying relative shipment memoranda instructions recently shipping New Bedford documents ordering Vicksburg deposit Fargo national duplicate reference screw drivers immediately records written requirements feature.

221. Letter exercise.—Write each letter seven times.

(21)

Gentlemen:

In compliance with the request in your letter of the 17th, we are forwarding under separate cover the pocket edition of our No. 10 catalog. (29)

Yours very truly.

(22)

Gentlemen:

Will you please send us by return mail copy of your complete catalog, together with discount sheet, on bits, drills, threading dies, etc. (26)

Yours truly.

(23)

Gentlemen:

It gives me pleasure to introduce to you my friend, Mr. Charles N. Cook, of this city, who visits your city on special business, the nature of which he will make known to you.

Any attention or favor you may render him will be greatly appreciated and cheerfully reciprocated by him. (54)

Yours sincerely.

(24)

Gentlemen:

We beg to acknowledge receipt of your favor of the 12th inst., in which you advise that you are mailing two cloth bound copies of

Brown & Sharpe's 1911 catalog, for our President and Superintendent, and wish to assure you of our appreciation of your kindness. (50)

Yours truly.

(25)

Gentlemen:

Please accept our thanks for your favor of the 31st ult. Replying to same, we have written our Pittsburgh office relative to prices, and also relative to shipment of your order. As soon as we receive their reply, will advise you. (44)

Yours truly.

(26)

Gentlemen:

We have your favor of July 1st, with enclosed memoranda tags and shipping instructions for the 40 bales of cotton recently sold you landed New Bedford, Mass. We are ordering these cottons shipped out at once direct from our Water Valley, Miss., office, and they will make draft on you from Vicksburg and send you all documents.

Thanking you for your favor, I remain (67)

Yours truly.

(27)

Gentlemen:

We enclose our check for $34.50 to pay in full your bills of November 3rd and 4th, less discount 35 cents. (27)

Yours truly.

(28)

Gentlemen:

We enclose deposit check on the Fargo National Bank for $800.00. Kindly acknowledge by sending us a duplicate deposit slip, and oblige (27)

Yours truly.

(29)

Gentlemen:

Referring to yours of the 27th ult., with reference to our order for screw drivers. You did not enclose in your letter catalog as stated. Immediately upon receipt of same will advise you as to what kind of screw driver we are needing.

Hoping to have same by return mail, we are (55)

Yours truly.

(30)

Gentlemen:

In reply to your favor of the 28th, we beg to advise that our records show we have answered every letter we received from you. Our last letter to you, which was written about a week ago, stated that we did not know yet what our requirements in your line would be, but as soon as we got to this feature of our business we would let you hear from us. (74)

Yours truly.

LESSON 31

222. Word practice.—

Regarding enameling equipment furnished manufacturing Stamford execution expected system install specified Houston address annual original envelope oversight Carter explains Elliot Fisher telegram machine surprise several advising staples fastening thousand notified stockholders January director company Monday agreeable New York exchange discount enclosing entered diary forward.

223. Letter exercise.—Write each letter seven times.

(31)

Gentlemen:

We beg to acknowledge receipt of your catalog, which we have put on file, and trust we shall be able to favor you with some business in the near future. (33)

Yours truly.

(32)

Gentlemen:

We have your letter of August 26th, regarding enameling ovens, and are very glad to inform you that our equipment was furnished by the Owen Equipment & Manufacturing Company, Stamford, Conn. (35)

Very truly yours.

(33)

Gentlemen:

Please refer to our letter of November 3d, and let us know by wire when we may expect the execution of our order. You will note in our letter we stated that we expected to install our system within two weeks. We will be glad to know that you are working on the order and can furnish the forms within the specified time. (66)

Yours truly.

(34)

Dear Sir:

On the 19th inst., we mailed you at Houston, but without giving the above address, the notice of our annual meeting to be held in this city tomorrow.

We are handing you herewith the notice in the original envelope and trust you will pardon our oversight. (50)

Yours truly.

(35)

Gentlemen:

Referring to your letter of the 3d, we are handing you herewith copy of letter we have just written your Nashville Agent, Mr. Carter, which explains itself.

Kindly do what you can for me. (37)

Yours truly.

(36)

Gentlemen:

I am just in receipt of a copy of Elliott-Fisher Company's letter written to you on the 3d, in reply to your telegram.

This came as a surprise to me, for I was sure your machine had been in several days, as I had received notice of shipment advising me that it had been shipped on the 20th.

I hope you will receive it promptly. (69)

Yours very truly.

(37)

Gentlemen:

Please quote us price on staples for your No. 1 paper fastening machine, in five and ten thousand lots, and oblige (24)

Yours truly.

(38)

Dear Sir:

You are hereby notified that at a meeting of the stockholders held at the offices of the Company on January 2nd, you were duly elected a director of this Company to serve until the next annual meeting the third Monday in January, 1913.

Kindly notify us if it will be agreeable for you to serve. (60)

Yours truly.

(39)

Gentlemen;

We enclose herewith New York exchange for $12.54 to cover amount of your invoice of the 25th ult., less 2% discount. (30)

Yours truly.

(40)

Dear Sir:

I have yours of the 9th, enclosing check for $2.00, and we have entered your order for a copy of our 1912 Diary, which will go forward on or about the 15th of this month. (42)

Yours very truly.

LESSON 32

224. Word practice.—

Repairing question another common preferred certificates endorsements cancelled issued receipts safely position general counsel against central intended pursuant telephone afternoon relating answering completed recently opportunity additional confirmation advice certainly receiving attention possession steering apparatus removed beyond repair duplicate possible.

225. Letter exercise.—Write each letter seven times.

(41)

Gentlemen:

Referring to your letter of the 21st, advising that you are sending your catalog 204, we find the catalog in question failed to reach us, and would be glad if you would send us another. (40)

Yours truly.

(42)

Dear Sir:

We acknowledge receipt of your favor of the 28th, enclosing common and preferred certificates No. 16 with proper endorsements thereon. These we have cancelled and return herewith, together with certificates issued in lieu thereof.

Kindly sign and return the enclosed receipts. (45)

Yours very truly.

(43)

Gentlemen:

We are pleased to advise that we are sending you under separate cover cloth bound copies of Brown & Sharpe's 1911 catalog, with the names stamped on same, and we trust they will reach you safely and be of interest to you. (46)

Yours very truly.

(44)

Dear Sir:

Your letter of the 20th inst., asking whether we are in a position to handle a note in favor of the First National Bank of Nashville, for which you are General Counsel, against the Central Coal Mining Company and others, to hand. We regret that we are not in a position to handle this claim for your client.

Thanking you for the intended favor, we are (70)

Yours truly.

(45)

Gentlemen:

Pursuant to the request of your Mr. Wells over the telephone this afternoon, I herewith enclose the papers relating to Mr. White's claim against the State. (29)

Yours truly.

(46)

Dear Sir:

We are very glad to learn from your favor of the 25th, that your vice president, Mr. W. A. Brown, will visit us Friday of this week. We trust that he will be able to also spend Saturday with us, as we are expecting several other school men on that day.

We trust we shall also have a visit from your good self at an early date. (71)

Yours truly.

(47)

Gentlemen:

Answering yours of the 21st, we wish to advise that we have not yet completed the final design of our machine, and shall not be able to give you a blue print until same is done.

Thanking you, we are (43)

Yours truly.

(48)

Gentlemen:

We are in receipt of yours of the 23rd with reference to the two sizes of music wire recently shipped us, and in reply beg to state that we have not yet given this wire a thorough trial. As soon as we have an opportunity to try this stock out, will be glad to let you hear from us further with reference to our additional orders. (69)

Yours truly.

(49)

Gentlemen:

We attach hereto a confirmation of our day-letter asking for advice in regard to the forms we ordered on November 3d. We certainly trust the matter has been receiving your best attention, and that these forms will be in our possession not later than the 20th of this month.

Kindly let us hear from you in regard to this. (62)

Yours truly.

(50)

Dear Madam:

Replying to yours of the 9th, permit us to state that we believe the best plan is for you to have your steering apparatus removed from your car and forwarded to us for repairs. In the event we find same is beyond repair we will furnish you duplicate parts at the lowest cost possible.

Awaiting your reply, we beg to remain (66)

Yours very truly.

LESSON 33

226. Word practice.—

Registered returned submitted approved statement accounting prospect consumers advertising slitting satisfactory purpose following exactly present requirements machines position voucher service souvenir courtesy convenient article memorandum.

227. Letter exercise.—Write each letter seven times.

(51)

Gentlemen:

We are going right ahead with your labels and will make the registered number 6114, as per yours of the 20th.

We also understand that the sample label which we sent you and which you returned, is not to be followed. The labels are being made like sketch which we submitted and which you approved. (61)

Yours truly.

(52)

Gentlemen:

We enclose our check for $6.63 to cover your statement of the 19th. Please receipt statement and return to us promptly. (26)

Yours truly.

(53)

Gentlemen:

You advised me about 30 days ago that the book on cost accounting would be off the press shortly. So far it has not reached me, so I write again to inquire as to the prospect of receiving this book at an early date.

Thanking you for the favor of a reply, I am (58)

Yours very truly.

(54)

Gentlemen:

Wish to acknowledge receipt of your favor of October 7th, and in reply are pleased to advise that Consumers' Price List and Advertising Matter are going forward to you by express today.

Trusting that we may be favored with your orders, we are (47)

Yours very truly.

(55)

Gentlemen:

Replying to yours of the 23d inst., beg to advise that the metal

slitting saws are satisfactory for our purpose. We appreciate, however, the prompt attention and interest you have shown in this matter, and are (39)

Yours truly.

(56)

Gentlemen:

Your favor of the 2d inst. has just come to the writer's attention. We do not know why the matter in question has not been handled promptly at this end of the line. The writer will look into it fully Monday morning and write you then. (49)

Yours truly.

(57)

Gentlemen:

We beg to acknowledge receipt of your favor enclosing check for $2.35 to cover error in your invoice of July 27th, about which we advised you on the 19th. (35)

Yours truly.

(58)

Gentlemen:

Following up our letter of November 4th with reference to rubber feet, beg to say that at the present time we have all the feet we need and do not know just exactly what our requirements are going to be on our final machines. Just as soon as we are in position to do so, we shall be glad to let you hear from us fully. (69)

Yours truly.

(59)

Gentlemen:

We enclose herewith check for $15.00 to cover one week's bus service, and ask that you receipt the enclosed voucher and return to us. (29)

Yours truly.

(60)

Gentlemen:

Your favor and souvenir of the 16th received, and I wish to take this opportunity to thank you for your courtesy and assure you that the Pocket Memorandum Outfit will be a most convenient and useful article to have in my pocket.

Yours truly.

LESSON 34

228. **Word practice.**—

Already completed forwarded consideration appreciated probably similar kindest American exchange unfinished correspondence quotation samples unsatisfactory respect pursuance instructions engine delivered circumstances margin concession quantities efficient superintendent electrical supplies market discounts miscellaneous jumping manufacture suitable quotation graduating disposition.

229. **Letter exercise.**—Write each letter seven times.

(61)

Gentlemen:

We are much pleased to have yours of the 8th. As we already have the sketch referred to in work, shall have it completed and forwarded at an early date for your consideration.

With kindest regards we beg to remain (44)

Yours very truly.

(62)

Dear Sir:

We are in receipt of your appreciated favor of the 8th inst., and wish to thank you for getting in touch with Mr. Layton for us, and note that he will probably call on us this week.

If we are in position to serve you in any similar manner at any time in the future, it will be a pleasure to do so.

With kindest regards from the writer, we beg to remain (78)

Yours very truly.

(63)

Dear Sir:

We beg to advise that we have today sent the American Exchange National Bank of Dallas your note for $300.00, payable October 1st, and have asked them to collect the same for us. You will probably hear from them in due time.

Asking you to give this matter your prompt attention, we are (58)

Yours truly.

(64)

Gentlemen:

We are holding your kind inquiry of the 13th for pads among our unfinished correspondence.

If our quotation was not plain, or our samples unsatisfactory in any respect, will you kindly let us try again? We will greatly appreciate a line from you stating in what way we failed to interest you.

Kindly use the enclosed postal. (60)

Yours truly.

(65)

Gentlemen:

Replying to yours of the 31st ult., regret to advise that we shall not be interested in anything in your line. We thank you for sending us your catalog. (32)

Yours truly.

(66)

Gentlemen:

In pursuance of your instructions we ship today a barrel of Red Engine oil which will be delivered to you by our Mr. Logan. The price charged affords us but a scant margin, and under the circumstances we will not be able to make further concession on larger quantities.

Assuring you that the oil will prove to be most efficient, we are (65)

Very truly.

(67)

Gentlemen:

Answering your letter of the 21st, concerning the files which you have sent us for trial, wish to advise that we have placed these files in the hands of our superintendent, with instructions that he give them a thorough and complete test. If it develops that these files answer our purpose as well as the files we now use, we shall be glad to get prices from you. (72)

Yours very truly.

(68)

Gentlemen:

We will thank you to kindly mail us a copy of your latest catalog of electrical supplies with prices and discounts. We will be in the

market in the near future for miscellaneous electrical supplies and would like to have your best prices. (47)

Yours very truly.

(69)

Gentlemen:

We have your letter of July 13th asking for price on belt driven pumping jack to replace a 6x36 Borden steam head.

We regret to advise that we do not manufacture power heads which would be suitable for this service.

We herewith return to you your sketch. (52)

Yours truly.

(70)

Dear Sir:

Referring to our letter of April 22nd, 1911, in which we made you a quotation on our Nos. 1 and 2 Graduating Machines, we beg to inquire what disposition has been made of this matter?

We will appreciate your advising us if you have placed your order for this machine, and assure you that, if placed with us, it will receive our careful and prompt attention. (71)

Yours truly,

LESSON 35

230. Word practice.—

Previous correspondent ourselves indebted readiness reciprocate engineer buildings administration permission immediately arrangements connect indebtedness beginning indicated correction carefully esteemed panels satisfactory memorandum stenciling discontinued requested completely exhausted delivered collars furnishing deliveries.

231. Letter exercise.—Write each letter seven times.

(71)

Dear Sir:

We write this note simply to call your attention to our previous

correspondence on this subject, and to ask you not to forget to see Judge Brown and Mr. Hall and close this matter up for us.

For all this trouble we acknowledge ourselves indebted to you, and hold ourselves in readiness to reciprocate at any time. (61)

Yours truly,

(72)

Dear Sir:

Your Engineer made a drawing of the track to connect our buildings, which the Board of Administration gave us permission to lay. We would like very much to have this track put down immediately. If you will be kind enough to tell your Engineer to call on us as soon as he can make arrangements to go on with the work, you will confer a favor on (72)

Yours very truly.

(73)

Gentlemen:

Enclosed we hand you a statement of your indebtedness to August 1st. We also acknowledge the receipt of $3000.00, for which accept our thanks. We went over the entire account from the beginning, and you will note a few slight changes. We have indicated the changes on the margin and make a proper correction below. We think that the account is correct, but would be pleased to have you examine it carefully and report to us. (82)

We remain

Yours truly.

(74)

Gentlemen:

Referring to your esteemed favor of the 6th, beg to advise that we have not the 12 oz. Ball Neck Panels in stock and will have to order same from the factory. Kindly let us know by return mail if this will be satisfactory to you, as it will take some little time to get these bottles. (60)

Very truly.

(75)

Gentlemen:

We enclose you herewith a sample screw. Please advise us by night letter at our expense upon receipt of same how many of these screws you can furnish, either in this length or shorter, for immediate shipment, and at what price. (44)

Yours truly.

(76)

Gentlemen:

We would be very glad indeed if you would furnish us a memorandum invoice covering the Stenciling Machine which we received on the 3rd inst. (28)

Yours truly.

(77)

Dear Sirs:

We beg to acknowledge the receipt of your check for $88.06 in payment of our invoices of December 27th and 29th, for which please accept our thanks. (36)

Respectfully yours.

(78)

Gentlemen:

Referring to your letter of recent date, I beg to advise that we have discontinued the making of framed views, and regret that it will not, therefore, be possible for us to send you a picture as requested. (41)

Yours truly.

(79)

Gentlemen:

Your letter of the 26th of December to Mr. Usher has been referred to me.

I regret that our stock of pictures is completely exhausted, and we will not be getting a further supply for sometime. Therefore, I am sorry I cannot meet your wishes, much as I would like to do so. (56)

Yours truly.

(80)

Gentlemen:

On the 5th inst. you delivered 150 cap screws and a roll of 2½" belt, and then yesterday you sent out 3 wood pulleys and 6 shaft collars, in neither instance furnishing an invoice.

Kindly let us have these two bills by return mail, and, if it is a possible thing for you to do, please arrange to let us have invoices in future as deliveries are made. (74)

Yours truly.

LESSON 36

232. Word practice.—

Certificates inclusive idea quotations difference comprises machine attached vouchers expenditures therefore duplicate delivered baskets inconvenienced containing Pennsylvania railroad company proportional judgment attorneys plaintiff explanation additional.

233. Letter exercise.—Write each letter seven times.

(81)

Dear Sir:

In checking over our stock records of the above company, we find that we have not received a report of common stock certificates Nos. 216 to 231, inclusive, and preferred stock certificates Nos. 163 to 173, inclusive. Will you kindly let us have these sheets as soon as possible so that we may check the list recently sent us from your office? (72)

Very truly yours.

(82)

Gentlemen:

Please send us three or four of your clock cards. It is the writer's idea to adopt this form, and what we want with the several cards is to use them in getting quotations. (37)

Yours truly.

(83)

Gentlemen:

Your recent favor enclosing check for $77.00, with a discount of $1.68, was supposed to pay our charge of November 3rd, but we notice it leaves a difference of $1.28. Before passing credit to your account we would like to hear from you as to what comprises this difference. Please give this your prompt attention and oblige (68)

Yours very truly.

(84)

Dear Sirs:

We are very glad to receive your letter of the 28th, and hope you will not fail to let us hear from you as soon as you have your machine completed. (35)

Yours truly.

(85)

Dear Sir:

Replying to the attached.

We have never received a receipt from you covering this bill. We would not be so urgent in the matter were it not for the fact that we require vouchers to cover all expenditures. We will, therefore, thank you to send us a duplicate receipt. (53)

Yours truly.

(86)

Gentlemen:

On the 4th inst. you delivered to us two tanks and six wire baskets, for which we have not yet received an invoice. Kindly let us have one by return mail, and in future please see to it that invoices are always furnished as deliveries are made. (50)

Yours truly.

(87)

Dear Sirs:

In answer to yours of the 9th, we are enclosing you invoice for two tanks and six wire baskets delivered to you on the 4th inst. We are sorry to have inconvenienced you by having to write for same, and in the future will send invoice when deliveries are made. (54)

Yours respectfully.

(88)

Gentlemen:

We will be glad if you will send us promptly a check book, a book containing about six hundred checks, three to a page. (27)

Yours truly.

(89)

Dear Sir:

Yours of the 22nd inst. received, enclosing voucher of the Pennsylvania R. R. Co. for $246.65, its proportional part of the judgment in this case. I beg to advise that I have delivered the same to attorneys for the plaintiff with your explanation, as requested. (54)

Yours very truly.

(90)

Gentlemen:

We enclose herewith our check for $52.12 to pay your invoice of Sept. 19th, less discount, $1.12 and additional freight 66c. The freight bill will be forwarded to you in the course of a few days. (45)

Yours truly.

LESSON 37

234. **Word practice.**—

Telegram yesterday Syracuse advertising answering understand investigation regarding Auburn advantage original deducted remittance consideration continuation guarantee cyclopedia procedure volumes inclusive condition occasioned publishers actually records inconvenience enumerated countersigned returning herewith exhausts authorized medicine colony personally endorsement incorrect remittance.

235. **Letter exercise.**—Write each letter seven times.

(91)

Dear Sirs:

I did not receive telegram in regard to the proposed meeting at Syracuse yesterday until late in the evening.

I at once wired you in reference to one-third of a page of advertising. I represent the Farm and Home in Ohio.

Am due in your city on Wednesday or Thursday of this week, and will take great pleasure in calling upon you and answering in person the request you made on the above date. (78)

Yours very truly.

(92)

Gentlemen:

I have been out of bottles for some time, and understand that the goods were shipped from Alton on Oct. 7th; it is now November 10th. What in the world is the matter?

Please get behind this shipment immediately, and wire me the result of your investigation. (50)

Yours truly.

(93)

Gentlemen:

Your favor of the 16th regarding your order No. 464, has been received, and we note what you say regarding your company.

The 3-32″ Auburn grade steel balls on your order will go forward promptly, and we will be glad to have you take advantage of the 2% discount for payment within ten days from date of invoice. (66)

Yours very truly.

(94)

Gentlemen:

Referring to your favor of the 6th, we are sending you herewith the original paid freight bill showing charges for $5.32 paid against your shipment of November 3rd.

You appreciate that you deducted on the invoice in question only $4.04 in our remittance, so of course we took into consideration the additional amount, or $1.28. (66)

Yours truly.

(95)

Dear Sirs:

We beg to acknowledge your check for $17.23, covering invoice of December 26th, 1911, which we have passed to your credit with thanks.

Awaiting your further esteemed orders, we beg to remain (40)

Respectfully yours.

(96)

Dear Sir:

In your catalog you quote, with guaranty of continuation, the Cyclopedia of Law and Procedure, volumes 1-35 inclusive, in sheep for $175.00. I should like to know whether these books are in first-class condition, free from marks, and how I could be assured of a continuation. (54)

Yours truly.

(97)

Dear Sir:

The delay in answering your letter of December 22nd was occasioned by investigation I made into the cause of the non-receipt of your volumes.

I found that through some mixup at our publishers these volumes were not actually shipped at the time our records show they should have been. I am glad to say now, though, that the shipment was made to you on the 30th, and I hope you will overlook the delay and inconvenience caused you. (83)

Yours very truly.

(98)

Dear Sir:

We acknowledge receipt of your letter of December 26th, enclosing stock certificates as enumerated therein. These we have countersigned

and entered, and are returning herewith, together with receipts for same, which you will kindly sign and return to us.

According to our records Certificate 197 exhausts the authorized issue of preferred stock. (58)

Yours very truly.

(99)

Dear Sir:

Your letter of the 23rd inst. has been received.

I do not think it will be possible for you to interest the former stockholders in the Old Colony Medicine Company along the line indicated in your letter of January 27th. At all events, I do not wish to take this matter up with them, and if you care to do so, you can write to them personally. (71)

Yours truly.

(100)

Gentlemen:

We are in receipt of our draft for $11.57 with indorsement, "No Attention." If there is anything incorrect with the account, we would be pleased to have your advice. If, however, same is correct, we hope you will have the kindness to favor us with remittance to cover, and oblige, (66)

Very truly.

LESSON 38

236. Word practice.—

Spindle delivered department instructions American necessary subscriptions magazine Louisville acknowledging signature executed satisfactory postage exchange purported settlement inability matured kindness remittance panhandle timbers inspectors

237. Letter exercise.—Write each letter seven times.

(101)

Dear Madam:

We have received your 7-F front wheel 34x4, and steering spindle,

and have delivered same to our repair department with instructions to put in good condition. Return shipment will be made by American Express, promptly, when finished. (45)

Yours very truly.

(102)

Gentlemen:

We should be glad to have you advise us whether you have bought your lathes. We had the pleasure of quoting you sometime ago, and have since heard nothing from you. (35)

Yours very truly.

(103)

Dear Sir:

Please send us at once your catalog and latest price list of your complete line of filing devices. We shall be in the market for a number of card and letter files about the first of next month.

Thanking you for an early reply, we are (50)

Yours truly.

(104)

Gentlemen:

Replying to your letter of the 28th, beg to advise that we have bought all lathes necessary for our needs and are not in the market for more. (31)

Yours truly.

(105)

Gentlemen:

We enclose herewith our check for $2.00 to cover one year's subscription to your magazine. Please note that our address is Louisville, Ky., instead of Dallas, Texas, as formerly. (33)

Yours truly.

(106)

Gentlemen:

We are in receipt of your favor of the 9th, acknowledging our letter of the 6th inst., and have very carefully noted contents. We are returning herewith for your files another of the signature cards, which you will note has been duly executed by all the officers of the Company. (53)

Yours truly.

(107)

Dear Sir:

Your letter of the 28th ult. with reference to the books you sent to me, to hand.

The books were also received by the same mail and they are very satisfactory. I herewith enclose my check for $4.70 to cover the price of the books and postage $4.55, and 15c for exchange on check.

Kindly acknowledge receipt. (64)

Yours truly.

(108)

Gentlemen:

We beg to return herewith your check for $40.72, purported settlement of invoice March 29th. We regret our inability to accept this owing to the discount deducted. The invoice matured at thirty days on April 29th. We trust you will see our position in the same light and have the kindness to favor us with corrected remittance, and oblige. (66)

Very truly yours.

(109)

Dear Sir:

L. E. & W. 835 was delivered to the Panhandle the night of the 2nd with draft timbers and draw-bar missing, one end and one center sill broken. Car was received from the C. H. & D. for Panhandle, and must have been broken by the engine. The inspectors have no account of the damage, as there is no man on duty at that point at night. (73)

Yours truly.

(110)

Gentlemen:

As requested in yours of the 5th inst., we beg to enclose you herewith our check on New York for $90.87, to cover amount of your invoice, less 2 %.

We will greatly appreciate your letting this order come forward promptly. (46)

Yours truly.

LESSON 39

238. Word practice.—

Statement quotation withdrawn advanced profitable purchase manufacturers production decided transportation general managers Cincinnati Omaha section movements adopted association quantity re-insurance Franklin policy sentiments Pittsburg satisfied Dayton necessary depositions advancement partially reasonable successor Sladen dissolution information regarding partnership commercial financial responsibility strictly arrangement

239. Letter exercise.—Write each letter seven times.

(111)

Gentlemen:

We enclose herewith our check for $1.65 to pay attached statement. Please receipt this statement and return promptly to us. (26)

Yours truly.

(112)

Gentlemen:

The quotation made you on the 24th ult. is now withdrawn. There has been a very material change in the past few days, and prices have advanced from fifteen to twenty cents. Even at this advance wire product is still a very profitable purchase, and the manufacturers claim it is less than cost of production. I would advise you to make immediate and liberal purchases. (68)

Respectfully yours.

(113)

Gentlemen:

Answering yours of the 19th inst., following up our reply of August 28th, wish to advise that we have decided to punch and draw our side frames instead of die cast them.

Thanking you for your kindness, we are (42)

Yours truly.

(114)

Dear Sir:

All the transportation has reached me except the annual over your

road, and I simply drop you this note to inquire whether or not a request for same has reached you from our General Manager's office. If he has not written you, I will call his attention to the fact. (53)

Yours.

(115)

Dear Sir:

I expected to visit Omaha this week, but instead of carrying out this intention, came to Cincinnati. I shall defer my visit to your section for about three weeks, and should be pleased to have you advise me of your movements up to that time. (48)

Yours.

(116)

Dear Sir:

We send you in this day's mail a package of wire nail cards, about which we wrote you several weeks ago. This card, we believe, will be just what the trade demands, and will be of service to you in advertising this branch of your business.

The Cut Nail Card has not yet been adopted by the Association, but as soon as it is we will send you a large quantity. (76)

Yours truly.

(117)

Dear Sir:

Your esteemed favor of the 14th inst., giving us notice of loss under re-insurance Franklin Policy No. 543, covered by our No. 57, for $570.00, at hand. When proofs are made up, kindly forward them to us, and on receipt of same we will at once forward our check.

With sentiments of personal esteem, I am (64)

Yours truly.

(118)

Dear Sir:

I wish you would call upon Mr. Holmes at his office in Pittsburg. I have seen him relative to your case, and he agrees to be satisfied with your note for the balance of fees. He will go to Dayton and take the necessary depositions upon advancement by you of $10.00 to partially pay expenses. I think this is fair and reasonable, and believe you ought to see him about the matter without further delay. (80)

Yours truly.

(119)

Dear Sir:

We have been referred to you by Mr. W. G. Winters, of your city, successor to Sladen & Winters, for information regarding the dissolution of partnership. Any information you can give us regarding Mr. Winters' commercial standing and financial responsibility will be appreciated and regarded as strictly confidential by (54)

Yours very truly.

(120)

Dear Sir:

I am in receipt of your valued favor of the 11th inst., and also sketch. I note that you send this to us as a guide for our artist to submit you a complete sketch. This we will do, with the understanding, of course, that, if it suits you you will favor us with the order as per arrangement made with you at our last meeting. As soon as I get the sketch I will either call or you or send it by express.

Yours truly. (88)

LESSON 40

240. Word practice.—

Positively Stockinette jackets woolens certainly Attorney General consideration possible application prospectus prospects yesterday subscribing surprised understand sprinkler engagement New Orleans invitation election satisfactorily employment ensuing corrections hurriedly overlooked authorizing proportion already sheathing Memphis solicitation

241. Letter exercise.—Write each letter seven times.

(121)

Dear Sir:

I can positively say that I will be in your city next week, and I do hope you will defer buying anything in the spring goods until you can see our lines. Our Stockinette jackets are very fine and we are doing a big business. We have a fine line of heavy woolens, and also of shoulder capes.

It will certainly pay you to wait and examine our goods. (73)

Yours truly.

(122)

Dear Sir:

I find your letter of the 10th inst. awaiting me on my return here, and have written the Attorney General asking him to give as favorable consideration as possible to the application of Mr. Hicks. (40)

Very truly yours.

(123)

Dear Sir:

Yours of the 2nd at hand and noted. We have received the prospectus and application blanks. In answer to prospects sent out yesterday we have taken 200 shares, and have several parties who are talking about subscribing. We think the stock will be all subscribed if there is no money panic.

Money closed today in New York at 10 per cent, with 6 and 7 per cent bid here. (74)

Yours truly.

(124)

Dear Sir:

I was rather surprised to receive your letter yesterday advising us that you had awarded your contract as you did, though at the price I can not blame you, but, as I understand, the sprinkler has not yet been accepted. It is possible that you may need something in our line a little later. If so, I will be very glad indeed to hear from you.

Awaiting your favorable reply, I remain (77)

Yours very truly.

(125)

Dear Sir:

I am very sorry that I am unable to accept your invitation. I am under engagement to be at New Orleans on the date you name, and all the rest of my time, until the November election is taken up with engagements already made. At some future time I hope I may be able to show my appreciation of your invitations by accepting one of them, but for the present I must again ask you to excuse me.

With regret that I cannot write you more satisfactorily, I remain

Very truly yours. (94)

(126)

Dear Sir:

I arrived at my office yesterday after a stay of four weeks in the

East, and find awaiting me your note of the 7th inst. I write to acknowledge receipt of same and to accept the employment tendered for the ensuing year. (47)

Very truly yours.

(127)

Gentlemen:

I find awaiting me on my return here your letter of the 6th inst., with check enclosed as stated.

I note the corrections you make in the statement I sent you some time ago, and accept the same. I wrote you hurriedly and overlooked the errors. (50)

Very truly yours.

(128)

Dear Sir:

Referring to the attached copy of our letter to the agent at Pittsburgh, authorizing reduced rates on tickets to Louisville and return, I wish you would see Mr. Clay and get L. & N. authority for the proportion of the rate, as per copy of letter attached. I would be glad to have this by return mail. (61)

Yours truly.

(129)

Gentlemen:

In reply to yours of January 9th, beg to say that we have already placed our contract on prepared roofing for 1912 and are not in a position, at present, to offer you any business.

If you can make us a price of about $22.00 per ton on Red Rosin Sheathing Paper F. O. B. Memphis, Tenn., we might have something for you.

Thanking you for the solicitation, we beg to remain (79)

Yours very truly.

(130)

Dear Sir:

Yours of the 1st at hand and noted. I understand your letter thoroughly and am sorry that I could not accept your kind offer.

We had a party in today who said he would take a block if he could get his partner to go in with him. He promised to come back, but failed to do so; so I suppose his partner did not agree to the purchase of the stock. (77)

Yours very truly.

LESSON 41

242. **Word practice.**—

Collaterals Sulphur Springs arrangements convenient facilities national Dawson judgment immediate vehicle Southern institutions establishment communication advantage particulars erroneous circulars sincerely galvanized considerably reduction correction milling machine Laclede consignment

243. **Letter exercise.**—Write each letter seven times.

(131)

Dear Sir:

We have your favor of March 14th. Mr. Fair is out of the city and will probably not return until tomorrow. We will deliver the note and collaterals as soon as possible, and in the meantime will allow you interest upon it.

Hoping this will be satisfactory, we are (53)

Yours truly.

(132)

Dear Sir:

Your letter to Mr. Mann was sent to me at Boston. Since then it has been forwarded to me here. He asked me to write you in regard to the Sulphur Springs water. I can only say that the arrangements there are such that it is not convenient for them to supply the water at present. I am very sorry, but the facilities for furnishing it may be better in the near future. (77)

Yours truly.

(133)

Dear Sir:

I beg to call your attention to the fact that the second installment has not been paid on the judgment of the Fifth National Bank against the Dawson Co. You will remember it was to be paid before November 15th, which was last Saturday. Execution will be issued on this judgment unless immediate payment of this installment is made. (63)

Yours truly.

(134)

Dear Sirs:

We desire our October issue to be brimful and running over with good live notes about Southern Vehicle and allied institutions; therefore, we would like you to send us something about your establishment.

Let your communication be as long as you wish, and boost your business to the best advantage, as this issue will cover the retail dealers throughout the South. We would like you to sit right down now and write a letter telling us all about it.

We will do the rest. (89)

Yours very truly.

(135)

Gentlemen:

Will you please call at our office tomorrow morning, April 16th, as we desire to have a settlement without further delay. Please bring with you all your bills, as the statement which you left is not clear to us, and in our opinion is erroneous in some particulars.

We have held your check for $156.00 and will put it in the bank tomorrow. (70)

Very truly yours.

(136)

Gentlemen:

We beg to advise that we have sent you by express today 1000 National Range Circulars, and we sincerely hope they will reach you promptly and prove to be just what you want.

Suggest anything you please when ready for another edition. (47)

Yours very truly.

(137)

Gentlemen:

Enclosed herewith please find our order for car of Galvanized Roofing, which kindly give prompt attention. We have recently been quoted a price of $2.45 on Galvanized and $1.45 on Painted. If you can see your way clear to meet these prices we will be glad to have you do so. Otherwise, ship at your contract price of $2.46 for the Galvanized. (72)

Yours very truly.

(138)

Gentlemen:

Enclosed invoice has just come to hand. The prices named are

considerably higher than we have been paying another concern for similar goods. If there is any correction or reduction to be made, we would like to have you make same and return this invoice to us. (51)

Yours very truly.

(139)

Dear Sir:

Last summer you were making some inquiries regarding the milling machine. I shall be here some days, and if you should desire to see me I will call on you before returning East.

Please advise me here at the Laclede Hotel, and oblige (47)

Yours truly.

(140)

Gentlemen:

Referring to your consignment to us here on May 31st, of two bales of cotton; as yet only one of these bales has arrived, and as the other bale is now out some time would ask you to kindly have same traced by your railroad from your end of the line and get delivery made to us here.

Thanking you for your attention, we are (69)

Very truly yours.

LESSON 42

244. Word practice.—

Exhibiting publications wagons especially qualities durability extremely workmanship material directors notifying committee decidedly constitution approaching indirect propositions interesting delivery customers collected account remittance commission nevertheless hurrying memorandum poises hardware shortage American Express

245. Letter exercise.—Write each letter seven times.

(141)

Gentlemen:

I shall be here until Monday evening, probably Tuesday, and am exhibiting a complete line of publications for the ensuing fall season.

Please be good enough to drop me a card, saying at what hour on Monday you can conveniently call and examine our lines.

Address me Box 11. (52)

Yours truly.

(142)

Gentlemen:

We have been handling your wagons for some ten or eleven years and have built up quite a large trade, which thinks a great deal of this wagon, especially for its light running qualities and durability.

Our repair bill on this wagon from time to time has been extremely light, and it is very seldom that we ever have to replace a broken part unless from runaway or some other cause than workmanship and material. (79)

Yours very truly.

(143)

Dear Sir:

Referring to our talk at the last meeting of the Board of Directors, I have just written a letter, copy of which I enclose, notifying Mr. Potter that as some of the committee are decidedly opposed to any attempt being made to amend the constitution at the approaching convention, it seems better to let the matter lie over for the present. Hope I have your approval of this. (73)

Yours very sincerely.

(144)

Dear Sir:

We are advised from an indirect source that you are asking prices on a second hand planer and a gear cutter. We will appreciate very much if you will advise us the sizes of tools that you are asking prices on, as we have several second hand tools in stock for immediate delivery which are very interesting propositions. (63)

Yours very truly.

(145)

Dear Sir:

Please let us have your report as to what goods you have on hand, to assist us in taking account of stock. Also let us know what has been sold and paid for by your customers, and what accounts you have not collected. As soon as you can make us a remittance, we shall be glad to give you credit for your commission on sales and for cash received to balance that portion of your account of goods sold. (83)

Yours truly.

(146)

Dear Sir:

Our stock ledger does not show your street address, and while we believe this report will reach you, we would, nevertheless, be glad to have you return this letter to us with your street address or post office box number, plainly indicated, so that our records will be complete.

Thanking you for your prompt attention, we remain (61)

Yours truly.

(147)

Dear Sir:

Referring to your letter of the 5th. This machine has not reached us, nor is it in sight.

Kindly do what you can in the matter of hurrying it forward, as we will be needing it badly in the course of a few days. (48)

Yours truly.

(148)

Gentlemen:

Accept our thanks for your esteemed favor of October 23rd, enclosing credit memorandum for three only No. 1 Poises short in a shipment of scale beams which you made to Jones Bros. Hardware Company, Earle, Ark. We will today render credit to our customers for this shortage. (51)

Yours very truly.

(149)

Dear Sir:

Your favor of the 4th received, and we will this afternoon attend to the order, as you have directed. We would prefer that you fill all such orders from the stock you have on hand whenever it is possible to do so.

The cards mentioned have been sent by American Express to your address. (58)

Yours truly.

(150)

Gentlemen:

Herewith we return your bill of July 19th for $2.50, and ask, if possible, that you give us the name of the party who ordered these goods. We have lost run of this bill and cannot trace it to the proper committee or department. (50)

Yours truly.

LESSON 43

246. **Word practice.**—

Something bottles immediately extended automatic syphon information continuance valued president engagement Owensboro representative assistance department personally furnishings expectations Noiseless typewriter duplicate connection maximum standard couplings nozzles articles

247. **Letter exercise.**—Write each letter seven times.

(151)

Dear Sir:

Referring to the one roll of plain valley tin left off your shipment of the 24th, beg to advise that we will be in a position to forward this to you about Friday or Saturday of this week, and write to ask that you add something to make complete shipping weight and allow us to forward out.

Thanking you in advance for this favor, we beg to remain (73)

Yours very truly.

(152)

Gentlemen:

We have your favor of the 7th, saying that you had no 12 ounce ball neck bottles in stock, and that you will have to order same from the factory.

Please wire your factory immediately upon receipt of this letter and instruct them to ship the bottles at once, and follow same with wire tracer.

Kindly route this shipment via L. & N. Ry. (67)

Yours truly.

(153)

Gentlemen:

Referring to your past due account of $177.95.

We find that you wrote us under date of May 6th that you would settle the balance between that time and June 1st. Our books show that we have extended you liberal favors, and we hope that this letter will recall your promise and result in your prompt payment of this past due balance.

Awaiting your reply, we are (75)

Yours very truly.

(154)

Gentlemen:

We are in receipt of yours of the 27th, which are not quite clear to us.

If you mean siphons for a filling machine we wish to state that you have one of our automatic siphon filling machines. We can supply you with the siphons for machine for filling almost any kind of bottles at $12.05 each. If this is not what you have reference to, please advise us further, and we shall be glad to give you any further information desired. (87)

Yours truly.

(155)

Gentlemen:

Answering yours of the 14th, in reference to the orders that you had placed with us, beg to state that the goods were shipped on the 13th, and should be in your hands at this time.

We are sorry that we delayed you in the matter, but you will understand that the binders had to be made to order.

We are hoping for a continuance of your valued favors, and beg to remain (76)

Yours truly.

(156)

Dear Sir:

We take pleasure in enclosing herewith a statement of our business as per your request of August 11th.

Our president was tied up on an important deal for the entire day that you were here. He expected to close the proposition nearly any minute, hence his holding his engagement open with you for so long.

We shall be very glad indeed to have a visit from you the next time you are in Owensboro. (79)

Yours very truly.

(157)

Gentlemen:

Your representative, who called on us some weeks ago, stated that you would be glad to let the foreman of your die casting department pay us a little visit, with a view of being of assistance to us on our die casting work. We shall very much appreciate your letting this gentle-

man visit us around the 5th or 6th of January, and spend at least one day, and perhaps two, and, of course, at our expense.

Kindly let us hear from you on this promptly, and oblige (90)

Yours truly.

(158)

Dear Madam:

What are you interested in this spring?

Won't you make use of the enclosed postal and let us send samples —or write you personally, since we issue no general catalog, about our new furnishings, hats and shoes?

Of course anything we send can always be returned at our expense for exchange or refunded if it doesn't come up to your entire expectations. (67)

Very truly.

(159)

Dear Mr. Cross:

We have yours of the 26th, with reference to the Noiseless Typewriter. This machine reached us in good shape several days ago. We have not yet received the invoice covering the cost of the machine and express charges, so if you will send us a duplicate, we will remit promptly to cover.

We thank you very kindly for your interest and trouble in connection with this matter. (72)

Yours truly.

(160)

Gentlemen:

We desire net prices on the following articles: 850 feet 2½ inch rubber lined cotton fire hose in 50 ft. lengths, with standard screw brass couplings on each end, 120 lbs. maximum pressure, and 5 1 in. x 2½ in. x 30 in. standard brass fire nozzles with standard screw couplings.

Kindly quote us best prices and state how soon you could ship after receipt of order. (75)

Yours very truly.

LESSON 44

248. Word practice.—

Accordance instructions assignments transferring signatures exposition directors assessment indebtedness treasurer communicate electrical capacity instruments apparently connection interchange nevertheless necessary convenience information opinion character beginning lucrative responsible Cudahy absolutely opportunity confident inasmuch difference everything anxious accept

249. Letter exercise.—Write each letter seven times.

(161)

Dear Sir:

We hand you herewith common certificates Nos. 151, 219, 234 and 239, and preferred certificates Nos. 166, 176, and 191 which have been cancelled in accordance with your instructions.

Before placing the above in your stock certificate book, will you kindly have the signatures on the assignments witnessed and, in the future, kindly have all the signatures on assignments witnessed before forwarding to us for transferring. (78)

Yours very truly.

(162)

Gentlemen:

In closing the affairs of the exposition of 1910, the Board of Directors find it necessary to make an assessment of 10% on the guaranty notes to liquidate the indebtedness.

As a guarantee we have your note for $50.00.

Kindly send check to Edward A. Seiter, Treasurer, for the amount of the assessment $50.00.

On receipt of your check the note will be returned duly canceled. (74)

Yours respectfully.

(163)

Gentlemen:

Your favor of March 17th came duly to hand, for which please

accept our thanks. We have not replied earlier owing to the absence of our president, who has charge of such matters.

We expect him to return within the next week or ten days, at which time he will communicate with you fully. (58)

Yours very truly.

(164)

Gentlemen:

We are in the market for a recording steam gauge having a maximum capacity of from 60 lbs. to 120 lbs., and request that you quote us price on 24 hour clock movement for above capacity. Also kindly send us your catalog of electrical recording instruments.

Trusting you will give this matter your prompt attention, beg to remain (62)

Yours truly.

(165)

Gentlemen:

On the 6th inst. the express company delivered to us a package which apparently came from you. If there is an invoice to be issued in connection with this shipment, kindly let it come forward by return mail.

Please bear in mind in the future to always let us have invoices promptly as shipments are made. (59)

Yours truly.

(166)

Dear Sir:

I understand that some of our cars on your road have been recently diverted to the C. W. & B. I presume this interchange is in the regular line of car service, nevertheless I will be obliged if you will kindly advise me of the reasons for making this delivery.

It is almost necessary for us to have this information in order to keep track of our cars, and you will confer a favor upon me by replying as early as your convenience will permit. (88)

Yours.

(167)

Gentlemen:

I have your inquiry of December 2nd on Mr. Thomas P. Gibbons.

I beg to advise that I have known this young man for a number of years. In my opinion he is a young man of the highest character.

He has worked himself up from a very humble beginning to a very responsible, and I understand, lucrative position with the Cudahy Packing Company. I would consider him absolutely good for any contract or debt that he might incur. (83)

Yours very truly.

(168)

Dear Sir:

I have just received a telegram calling me to Louisville, and shall be obliged to spend the rest of the week there. However, as you notified me the latter part of last week that you would not be ready to do anything for about two weeks, I take it that I shall still be in time if I call about the first of next week. Please hold your contract open until I have an opportunity to submit prices to you, for I am confident that with them I can secure your order for another year. (99)

Yours truly.

(169)

Gentlemen:

Your favor of October 11th, addressed to our St. Louis branch, has been referred to us for attention. In reply beg to state that the price charged you on stove pipe collars is our extreme jobbing price and up to this time we have made no cut.

Inasmuch as you state that you can buy the goods at prices named in your letter, we have decided to meet same, and enclose herewith credit memorandum for $3.54 to cover the difference.

Thanking you for past favors, we are (93)

Yours very truly.

(170)

Gentlemen:

Yours of the 9th inst. received and I have decided to drop everything and accept your urgent request to visit you at St. Louis. It is very, very hard for me to get away at this time, but I am anxious to know just what you have. If it is as good as it looks, I would like to be in the front ranks.

I will start from here tomorrow morning and come via Chicago and should get to St. Louis some time Saturday morning.

Hoping to see you soon, I remain (94)

Yours truly.

LESSON 45

250. Word practice.—

Indianapolis shipments representative material definitely machines manufacture telegram equipment acknowledged whenever requirements specifications quotations acquaintances bill of lading understanding insurance exhibit convention medical readiness liberty

251. Letter exercise.—Write each letter seven times.

(171)

Gentlemen:

We are in receipt of your favor of the 11th inst., advising us that you have received no invoice for L. & N. No. 62596, shipped you on the 6th inst.

We are sometimes delayed for several days in getting the weights back on cars shipped to Indianapolis, but we have directed our Indianapolis office to send you daily invoices just as soon as possible, and you will receive invoice for this car as soon as they can get the weight. (86)

Yours truly.

(172)

Gentlemen:

We note carefully your letter of December 9th. We think you did the proper thing in holding our presses until you could ship a full carload tomorrow, Tuesday.

We are certainly glad you are getting these presses off without further delay, and we trust you will have your railroad department trace these shipments through by wire.

Thanking you kindly for the attention in this matter, we are (71)

Yours very truly.

(173)

Gentlemen:

Answering your letter of October 5th in reference to sending a representative here to discuss the several lines of material that we shall require in the manufacture of our machines, wish to advise that it will be possibly a week or ten days before we shall be able to

advise you definitely. As soon as we are able to advise you, we shall do so by letter or telegram and will ask you to endeavor to send a representative here immediately upon receipt of such advice. (89)

Yours truly.

(174)

Gentlemen:

Replying to your letter of the 11th inst., we can advise that, while we have bought all equipment necessary for our immediate needs, we shall be glad to have you send us your catalog, together with your full list of prices, discounts, etc. We shall be in the market in about 90 days to place orders for our full equipment, and in the event we are able to give you any business will be glad to do so. (81)

Yours truly.

(175)

Gentlemen:

We received your telegram and were very much annoyed to think your order was not acknowledged, giving date of delivery. It was overlooked in some way by the order department. You have no doubt by this time received our letter, telegram and proofs.

We want to ask—do you not think it best to send part of each order by express and the balance, when completed, by freight, or shall we send you complete lot by express?

Kindly let us hear from you and oblige (90)

Yours very truly.

(176)

Gentlemen:

Answering your letter of the 24th inst., we are pleased to say that we shall be glad to take care of your orders for requirements in our line on our regular terms of thirty days.

Thanking you for the orders already received, and hoping to hear from you whenever you are in need of anything in our line, we are (64)

Yours very truly.

(177)

Dear Sir:

Replying to your inquiry of July 21st, wish to advise that we shall not be in position to have you figure on our full equipment

until sometime in the next 30 to 60 days. We would be glad to have you keep in touch with us until that time when we shall be able to let you have full specifications with request for quotations. (68)

Yours truly.

(178)

Gentlemen:

We understand, from acquaintances in the trade, that you have inquiries out for a list of machine tools. May we not be favored with this list, which we assure you will have our very best attention. If you can advise us as to what day, in the coming week, it will be convenient to have the writer call, he will be pleased to make a trip down there and go over your requirements.

Thanking you for your prompt reply, we are (85)

Very truly yours.

(179)

Gentlemen:

We are selling you a good deal of cotton, Port B-L, for account of parties who insist on drawing on us local bill of lading attached, and we carry the amount of the draft until we can secure Port B-L when we collect from you.

We invoice the cotton to you as soon as we get the weights, and it is our understanding that the cotton is covered by your insurance from the time we invoice it to you. (85)

Yours very truly.

(180)

Dear Sir:

I was instructed by Messrs. Burnet & Co., of New York, to forward my exhibit from Nashville to Boston, in order to have it in readiness for the Medical Convention there next week. I have taken the liberty of sending same in care of your firm, as I did not wish to have the exhibit in question left to the mercy of the freight handlers at the depot. I beg to hand you herewith bill of lading for the same, and would ask you to kindly hold the same for me until my arrival in Boston on Monday next.

Trusting I have not imposed upon your good nature, I am (125)

Very truly yours.

LESSON 46

252. Word practice.—

Manufactured convenience manufacturer Winslow attachment satisfactory consistency question duplicate Follansbee accurate bottles transportation Benedict Warren countersigned registered Pennsylvania Cincinnati bill of lading knuckle bearings circulars catalog purchasing department quotations

253. Letter exercise.—Write each letter seven times.

(181)

Dear Sir:

I am sending you today, by mail, one dozen of our files, about which I talked to you while in New York.

I want you to put these files to a thorough test and then advise me what you think of them. If they are good enough for your work, and we think they are, we want to fill your next order with these files. We buy these for the best files that are manufactured, and enjoy a very liberal trade on them.

Hoping to hear from you at your convenience with reference to this, I am (102)

Very truly yours.

(182)

Gentlemen:

Referring to your recent order given to our Mr. Winslow, calling for screw drivers with screw holder attachment, would say we have found a manufacturer who can furnish same, but, before filling your order, we would like to know what kind is wanted.

We are enclosing herewith catalog and refer you to pages 16, 17, 19, 21 and 23, showing the different kinds of tools. (69)

Yours very truly.

(183)

Gentlemen:

Referring further to your letter of September 1st and our response of the 8th, we beg to hand you herewith the sample flat platens in question. We hope the consistency of these will be found satisfactory, but if not shall be glad to go into the matter further upon receipt of your advices.

Hoping to hear from you in regard to the matter at an early date, we remain (73)

Yours very truly.

(184)

Gentlemen:

We enclose herewith duplicate invoice from Follansbee Brothers Company, covering amount of sheet steel shipped to you as per our order.

We request that you check up this invoice, O. K. same, and return to us immediately upon receipt of this material, so we may pass same through our books.

Thanking you, we are (57)

Yours truly.

(185)

Dear Sir:

It is not possible for me to answer the questions contained in your letter of the 12th inst. without more accurate information as to the language of the deed to your wife. Please send me a copy of this deed, and I will write you about it immediately.

I thank you for the kind words of your letter, and I shall be very glad to give you an opinion on the question in which you are interested as soon as the copy of the deed is received. (91)

Yours truly.

(186)

Gentlemen:

Your letter of the 11th inst. in regard to shortage of four cases of bottles received, and in reply will say that these bottles have checked short from the start. We have called on every party who had bottles in the car, and all of them claim that they have seen nothing of them.

We will ask you, therefore, to kindly credit our account with the amount of same, and render claim against the transportation company.

We are (81)

Yours truly.

(187)

Dear Sir:

We have your favor of December 1st, enclosing duplicate deposit slips for $5000.00; also an accepted draft on the Benedict-Warren Hardware Company for $2000.00, all of which is quite satisfactory.

We also note your instructions in regard to issuing stock to Mr. C. K. Smith. This we are doing today, and will forward you certificates as soon as they have been registered and countersigned. We understand that Mr. Smith will pay cash for this stock. (82)

Yours truly.

(188)

Gentlemen:

We are instructed by our St. Louis house to ship you eight bars of annealed steel, and we enclose herewith copy of our invoice for same, amounting to $284.55.

We have shipped this steel via Pennsylvania R. R., care L. & N. at Cincinnati, with a sight draft attached to the bill of lading. Please honor this draft when it is presented to you by the bank, and they will turn over to you the bill of lading so that you may secure the steel. (92)

Yours truly.

(189)

Dear Madam:

Replying to yours of recent date will say that, unless your front wheel is broken, it will not be necessary for you to purchase a new wheel. Kindly ship us the wheel at once by express, and we will put it in good condition for you and return with roller bearings and steering knuckle if required.

Should you decide to ship, kindly forward by express, charges prepaid, tagged attention of the writer, and you may depend upon same having prompt attention. (86)

Yours very truly.

(190)

Gentlemen:

We are in receipt of your letters of the 5th and 10th, enclosing circulars, etc., and can advise that we shall be pleased to have your complete catalog together with list prices, etc.

Please note to make us your rock bottom prices, as quotations being received at present are turned over to our purchasing department, and we do not care to take up the question of prices further. (71)

Yours truly.

LESSON 47

254. Word practice.—

Absence acknowledgment previously opportunity attractive imagination Matthews alterations railroad company conversation concerning representative necessity variations manufacturers satisfactorily examination presentation deducting correctly electric remittance application Versailles bookkeeper capability confidentially reciprocate correspondence Alverz Belize Honduras British appreciation Alongonquin securities semi-annual dividend automobile evaporated lubricating temperatures qualities practically laboratory impossible

255. Letter exercise.—Write each letter seven times.

(191)

Gentlemen:

The writer's absence from the city has delayed our acknowledgment of your favor of the 21st, also the design for the letter head.

We think this design very good indeed, and we thank you kindly for same. As previously advised, however, we are not now in position to place an order with you, but we will keep this design, and if at some future time we can use a colored letter head, we shall take pleasure in giving you an opportunity to figure on our business. (89)

Yours truly.

(192)

Gentlemen:

We are forwarding by express design for letter heads, which we trust will prove attractive to you.

We sought to work from one of the finished machines, but Mr. Matthews informed us that none of them were ready, so we have simply drawn upon our imagination to get the true effect. The design is, of course, subject to any changes or alterations that you may desire, should you at any time wish to order an edition of headings.

Your pleasure in this matter will be ours at any time. (93)

Yours very truly

(193)

Gentlemen:

We are in receipt of returns from the tracer which we started after the No. 5 press shipped you sometime ago, and are advised that this machine was delivered to you Sept. 18th.

We wish you would check this up and advise us if this is correct, because we would like to keep tab on the railroad company and know that our shipments are receiving proper attention.

Thanking you in advance for an early reply, we remain (80)

Yours truly.

(194)

Gentlemen:

Referring to a cutting-off machine on which you made us a quotation some time ago, and concerning which the writer has had some conversation with your representative regarding the necessity of increasing the scope of the chuck of the machine so as to take care of variations in the stock of 15-1000 inch, please advise us if you have taken this matter up with the manufacturers, and with what result, as we desire to proceed with the matter if this point about the chuck can be taken care of satisfactorily. (94)

Yours truly.

(195)

Dear Sir:

Referring to the matter of your complaint for electric light service, period April 26th to May 27th, amount $20.88, we beg to advise, as requested, we have had a careful examination made of your electric meter, and find same running O. K.

We have also checked up results, and find bill to have been rendered correctly.

We would therefore ask your kind remittance, deducting the usual cash discount, if paid within five days after presentation.

Trusting this will be satisfactory, we remain (88)

Yours truly.

(196)

Gentlemen:

Mr. Arthur P. Williams, now located at Versailles, has made application to us for a position as bookkeeper, and has given your name as reference as to his capability, character, etc.

We will appreciate it if you will write us what you know of Mr.

Williams, and assure you that anything you may have to say regarding the young man will be treated confidentially. We will be glad to reciprocate any matters of this kind whenever you call on us. (83)

Yours truly.

(197)

Dear Sir:

We take the liberty of enclosing you herein some correspondence which we recently received from Mr. Alverz, Belize, Honduras. You were kind enough to answer some of his inquiries for us some time ago regarding cotton raising in British Honduras. This gentleman wants some more information, and we would be under many obligations to you if you would again favor us with your valued knowledge regarding the cotton question.

Please answer this for us, and assuring you of our very highest appreciation, we remain (88)

Yours truly.

(198)

Gentlemen:

At a meeting of the Board of Directors of the Alongonquin Securities Company a semi-annual dividend of 3½% on the Preferred stock was declared, payable this date to holders of full paid Preferred stock, of record December 24, 1910.

Holders of Preferred stock, for which payment in full has been made since July 1, 1910, will receive a ratable proportion of the above dividend from the date of such certificates.

Enclosed please find check for dividend on Preferred stock standing in your name. (92)

Yours very truly.

(199)

Gentlemen:

I have tested your automobile oils with great care, and find them to be superior to any I have found on the market, having used them with marked success. They are practically free from carbon when they are heated and evaporated at the flash point, and have high lubricating qualities at high temperatures. Such an oil ought to find great favor in the automobile world, as it is urgently needed.

I have been testing oils for two or three years, and this is the

only honest automobile oil which has ever come through my laboratory. (99)

Yours very truly.

(200)

Gentlemen:

We have your favor of the 17th, and note you are forwarding to us actual samples of two more lots which you have to sell.

We are working on your type today, but it seems almost impossible to sell at the prices you are asking and we wired you to this effect. We have your telegram advising us to hold the samples for the present, or, if we think we can place with any eastern brokers, to forward same to them. We will, therefore, hold the samples for a few days and hope to be able to do something with them. (105)

Yours very truly.

LESSON 48

256. Word practice.—

Excellent intelligent conclusion competition proportions durability lightness proposition financing instructions specifications pattern undersigned necessity subordinate competitive contracted information Bessemer machinery facilities satisfactory McCullough enclosures

257. Letter exercise.—Write each letter seven times.

(201)

Dear Sir:

In reply to your favor of the 1st, beg to advise that we have decided to use a black and white letter head. We have had several designs submitted to us, one of which we consider excellent. It is possible that a colored letter head would have interested us, but we could not come to an intelligent conclusion on this without a sketch, which you failed to submit. (72)

Yours truly.

(202)

Gentlemen:

We refer to your inquiry and our quotation on drays.

This is one line on which we recognize no real competition, for there is no work of this kind that will compare with ours for durability, perfect proportions, lightness of draft, and, besides, our prices are so reasonable when the quality is considered.

We can please you in this line and if favored with your order, we will see that you get a high class vehicle in every respect.

We hope you will decide to favor us with your order. (93)

Yours truly.

(203)

Dear Sir:

Mr. Ford tells me you want to publish in your book of agents the prices bid on various styles of boilers made here. I was here when the prices were obtained, and, as I know about the matter, strongly advise making no further use of the data, as it would, in my opinion, injure your interests here and would also greatly damage mine. I, therefore, hope you will do nothing, and I will explain my position more fully when I return. (85)

Yours truly.

(204)

Gentlemen:

The writer has been wondering just how your proposition is working out. I sincerely trust that you are meeting with success in the financing of your concern, and that you will be able to favor us soon with shipping instructions for the balance of the tools as per list given when Mr. Stone was there.

Will you kindly drop us a line as to prospects? I assure you this would be appreciated. (76)

Yours very truly.

(205)

Gentlemen:

We acknowledge receipt of your order of the 2nd inst., and wish to thank you for these liberal specifications. We enclose herewith tissue showing you just how we have made entry of the special terms.

With reference to the reach plate patterns would say that we have received these, but we find that the pattern which you designate as No. 77 was marked No. 70 when it reached us. We have

changed this pattern to read No. 77, and wish to know if we are correct. We have held this one item awaiting advice from you.

Thanking you again for this order, we remain (107)

Yours truly.

(206)

Gentlemen:

The undersigned, Committee on Printing and Supplies, respectfully reports that the necessity for the supplies purchased during the past year has been caused principally by reason of the organization of the new lodges which have been added during the year, and that the bills for printing include monthly reports, official circulars and notices to officers and members of subordinate lodges. All bills have been contracted at the lowest competitive prices and passed upon by the Grand Trustees monthly. (80)

Respectfully.

(207)

Gentlemen:

We have your letter of the 12th, concerning the steel discs, your order F-4617. In regard to the pattern sheet you mention would say that this was returned to you with our letter of November 6th. When you answered our letter of the 6th on November 11th you merely gave us the information desired and the pattern sheet was not returned to us. We trust that on looking up our letter of the 6th you will be able to locate it. (87)

Yours very truly.

(208)

Gentlemen:

When you are in the market for soft Bessemer machinery steel bars under 10 per cent. carbon, in liberal quantities and of regular stock sizes, I should be glad to hear from you, with specifications of your wants. The mill which I represent has but a limited surplus, and has not the facilities for making special shapes or sizes. For regular sizes in flats, rounds or squares, I am in position to quote you satisfactory prices. (80)

Yours very truly.

(209)

Dear Sirs:

Yours of the 11th to hand and as requested we will stop shipping

wrapper pads for Brandy 4's No. 106 and No. 161 and Brandy 5's No. 109 and No. 160. We will, however, ship you today and tomorrow all the balance of these pads we have cut, in order to keep you going. We always keep these pads cut one day in advance.

We have also entered your order for 20,000 pads for McCullough 4's and 10,000 pads for McCullough 5's, for which please accept our thanks. (98)

Yours truly.

(210)

Gentlemen:

We are in receipt of your two favors of December 19th and two of December 30th, with enclosures as stated.

We are returning herewith receipts for the several lots of stock.

We have taken note that in replying to our letter of December 27th, you mentioned the fact that your records agree with ours as regards stock issued. (61)

Yours truly.

LESSON 49

258. Word practice.—

Accompany explanation Blackwell secretary acknowledging communication correspondence situation remittance collecting deduction possession receipted additional accordingly Old Colonel corrugated wrappers skeleton conversation straighten

259. Letter exercise.—Write each letter seven times.

(211)

Gentlemen:

Replying to your letter of the 9th inst., we beg to advise that on all orders that have been completed invoices accompany shipments. We have made several partial shipments as you were in a hurry for the material, and on these we did not send invoices.

We trust this explanation will be satisfactory, and beg to remain

Yours truly. (60)

(212)

Gentlemen:

We are in receipt of your favor of the 20th, advising that you have received the machine we recently returned, and note that, inasmuch as you had received no advice from us relative to returning it, you wish us to explain. Would say in reply that on November 15th we wrote you at length regarding this matter, and in reply to our letter have yours of the 16th signed by Mr. Blackwell, Secretary, acknowledging our communication. If you will kindly look up this correspondence, we believe you will understand the situation thoroughly. (95)

Yours truly.

(213)

Gentlemen:

Referring to our letter of the 24th, in regard to our recent remittance against your invoice of November 3rd.

The difference of $1.18 was due to the railroad's collecting freight, $5.32, on the shipment, whereas your invoice shows a deduction of only $4.04. The freight bill is not in our possession at present, but as soon as the railroad company returns it, properly receipted, we will forward it to you. (78)

Yours truly.

(214)

Gentlemen:

We are returning herewith your notice of payment of the Johnson notes recently sent to you for collection, and which show a total of $500.00 credited to our account on December 16th.

As the notes bore interest at 6%, we presume you also collected from Mr. Johnson the proper amount of interest. Kindly fill in the amount of interest you collected and return these notices to us promptly. (75)

Yours truly.

(215)

Gentlemen:

Your letter of the 27th inst., calling my attention to what seems to be an error in the amount of the Monon voucher sent to you by me on December 20th, to hand.

I have this day written to the attorneys for the Monon Company.

calling attention to this matter, and asking that an additional voucher of $19.04 be forwarded. (65)

Yours truly.

(216)

Gentlemen:

Replying to your esteemed favor of the 5th inst., beg to say that the statement made by the railroad company is correct, and we would suggest that you withdraw your claim.

The lost shipment of bottle caps was received by us some time ago, at which time we instructed the railroad company to inform you immediately.

We are sending you herewith their letter of the 5th inst., advising that they would act accordingly. (76)

Yours truly.

(217)

Gentlemen:

We will make an effort to get you either the edge that you ask for for the Old Colonel, or a black proof as you request.

We notice that you have printed the corrugated wrappers and tissue paper for both the Old Colonel and the Reliable in one color only—black. How much additional per skeleton would it cost to have the Old Colonel and Reliable corrugated wrappers printed in colors? We would not be interested in having the tissue papers printed in more than one color.

We beg to remain (94)

Respectfully yours.

(218)

Gentlemen:

Referring to yours of the 26th, regarding the bottles shipped you, wish to say that the writer thought from our conversation with you when in this city that you wanted us to make shipment of these bottles.

As yet we have made no inquiries of our customers in your city as to whether or not it will be convenient for them to take these bottles off your hands, but in case you are unable to use same we shall be glad to take it up with them at once. We await your pleasure.

Yours very truly. (97)

(219)

Gentlemen:

We are in receipt of your kind order of the 9th for 5000 of our 28x36 plain metal caps at $1.90 per thousand.

Beg to inform you that since you last bought any of these caps from us the price on same has advanced and the very best price we are now able to name you is $2.05 per thousand F. O. B. Louisville. Kindly inform us if we shall ship the caps at this price. (86)

Yours truly.

(220)

Gentlemen:

Referring to the attached statement, which shows a charge against us on November 10th, 40 cents, we beg to advise that this item was included in our remittance of November 17th.

At that time we sent you a check for $20.00, to pay in full your invoices of November 7th and November 10th, less 2% cash discount, 40 cents. We hope from this you will be able to straighten out the account. (78)

Yours truly.

LESSON 50

260. Word practice.—

Investigation earliest instructions convenience courteous Wisconsin sufficiently opportunity society destination circumstances interpreted respectfully soliciting continuance Batesville language statute mortgage partitions exceedingly disposition

261. Letter exercise.—Write each letter seven times.

(221)

Gentlemen:

On looking over our stock we find that we have on hand 18½ gross of bottles which are of the wrong style of neck, and which we informed you some time since we held subject to your order. Upon investigation, however, we find these goods have been paid for through error.

Kindly give us shipping instructions on these at your earliest convenience, as we desire to clear this matter up before taking stock. (77)

Yours truly.

(222)

Dear Sir:

I have just received your very courteous letter of the 21st inst., with reference to the power to change the beneficiary named in the insurance policy in your State, and also the copy of the insurance laws of Wisconsin sent to me under separate cover.

I cannot sufficiently thank you for your prompt and courteous attention to my letter, and I hope that at some future time I may have an opportunity to return the favor. (80)

Yours truly.

(223)

Dear Sir:

I beg to acknowledge receipt of your letter of the 18th inst., and under separate cover am sending you a copy of the insurance laws of Wisconsin, revised to July 1st, 1909.

Section 1955c provides that any member of a mutual benefit society may change the beneficiary named in his certificate without the consent of the beneficiary, by complying with the by-laws of the society. We have no such statute as to other insurance companies.

Yours very truly. (83)

(224)

Dear Sir:

We herewith return your bill of the 11th for car service. We do not understand how you people can charge car service for cars that are consigned to our switch, as the car is not at its destination until it arrives.

We feel as though an error exists somewhere and kindly ask you to give this your personal attention and let us hear from you by return mail. (72)

Very truly.

(225)

Gentlemen:

Please note the attached railroad's report. This refers to claim instituted August 29th, on account of alleged lost shipment of one box bottle caps.

If the circumstances are not interpreted correctly please let us

know. If we fail to receive any reply we will assume that this is correct and will have the claim withdrawn. (58)

Very truly.

(226)

Gentlemen:

We respectfully confirm telephone conversation between your Mr. Beam and our Mr. Bigley concerning an item of bar bottles. We understood that you would issue check immediately to cover this amount and hope same has not been overlooked.

Appreciating your early attention and soliciting a continuance of your favors, we are (55)

Very truly.

(227)

Dear Sir:

Your letter of the 30th ult., enclosing deed from Judge Lord to your wife for a lot in the Town of Batesville, to hand.

In reply to the inquiry contained in your letter of September 12th, as to whether the mortgage executed by you and your wife on this property can be enforced, I beg to advise that in my opinion the mortgage, if properly executed, can be enforced. From the language of the deed it is evident that your wife had a fee simple title to the lot, and under our statute the husband and wife may mortgage the wife's property.

I herewith return the deed. (111)

Yours truly.

(228)

Gentlemen:

We would thank you very much to send us a check covering all invoices that have run 10 days or more. We have sent you a couple of statements, but you have no doubt overlooked same.

We dislike to make this request, but are very much in need of funds, having a large note to meet on Tuesday.

Thanking you in advance for prompt remittance, we are (70)

Yours truly.

(229)

Gentlemen:

Yours of the 14th received.

You will please put up our boxes with partitions for use with the screw top flasks. We do not care about the glass stoppers.

We note your change in prices, which we regret exceedingly, but of course will have to submit.

When will you be able to deliver these goods? (58)

Yours truly.

(230)

Gentlemen:

Referring to the shipment of bar bottles invoiced May 3rd, which was in excess of the amount of your order, we would respectfully ask that you advise us how much has met disposition. It is of course understood that the terms of invoice carry the dating upon which the ware is used.

We would be pleased to have you advise us in regard to this, and thanking you for past favors, we are (76)

Yours truly.

LESSON 51

262. Word practice.—

Voucher convenience specifications merchantable telegraphed profitable Cleveland necessary situation general agent absolutely explanation particular execution reserving communication duplicate signature original satisfactory traffic manager Chicago Santa Fe discussion Anderson arrangement memorandum ourselves definite proposition negotiations valuable

263. Letter exercise.—Write each letter seven times.

(231)

Gentlemen:

We are in receipt of your favor of the 17th inst., returning our check No. 35 for $116.60, and voucher, on account of our having deducted discount on invoices of February 22d and March 4th.

As requested, we take pleasure in enclosing check and voucher you returned to us, together with 60c in stamps. Will thank you to sign the enclosed voucher and return to us at your convenience.

With regards, we remain (81)

Very truly yours.

(232)

Gentlemen:

We must again call your attention to the contract booked with us on the 25th of March. The specifications have not been furnished agreeable to your promise, and we feel strongly tempted to assort up a fair, merchantable carload of the remaining amount and charge to your account. Unless specifications are forwarded very soon, some other action will have to be taken of a more decided result.

We trust that you will feel disposed to comply with our request.

Yours. (81)

(233)

Gentlemen:

Your telegram, offering $2.90 for a carload of wire nails, just received. We immediately telegraphed the mill, but they positively refuse to accept any more business at such extremely low rates. Our very minimum price now is $3.05, F. O. B. Pittsburg. At this figure I should be glad to book your order, and I firmly believe it will be a profitable purchase. Already the market is showing a decided change for the better, and I think next month wire product will be much higher.

Hoping to hear from you, I am (99)

Yours truly.

(234)

Gentlemen:

In reply to your favor of the 6th inst. in reference to situation at Cleveland, Ohio, permit me to say that it may not be necessary for General Agent Ware to be in Cleveland on the 15th. I will make it my business to visit that city about the 15th, and should I find it necessary to have General Agent Ware meet me there, I will telegraph you and you can notify him. We will not ask him to come to Cleveland unless it is absolutely necessary. (91)

Yours very truly.

(235)

Dear Sir:

I enclose a note of Dr. Brown, in my favor, now past due, for $19.50. I may say in explanation that the Doctor gave me the note in blank and expected the amount to be much larger at the time. Of course, I am not particular in regard to dates in a small matter of this kind, and, although the Doctor instructed me to send the note at the time of its final execution, I overlooked it until today.

Kindly send me a check or draft for the balance due, reserving your charges and expenses, and oblige (103)

Yours truly.

(236)

Dear Sir:

In reply to your communication of July 24th, we herewith enclose duplicate form of contract, properly signed by our president. Please have signature of the party of the second part attached and return the original to this office.

A rush of business has prevented us giving this matter attention sooner, but we trust you will find it satisfactory. (61)

Respectfully.

(237)

Dear Sir:

Since my call upon you I have talked with the Big Four people and they will do all they possibly can to arrange for rates that will warrant your buying in Omaha and shipping to this market. I have also written Mr. B., traffic manager of the Santa Fe road in Chicago, asking him to make a vigorous effort to put you on a satisfactory basis. You will, no doubt, hear from him in a few days in reference thereto.

I think I can arrange with the Big Four people for the unloading of the stock at your yards here, and if so will advise you later. (110)

Yours.

(238)

Dear Sir:

I am up north on business for a short time, and among other things that came up for discussion this morning was the matter of your sales account and the shipment of two boxes which you hold belonging to Mr. Bond's account. I, knowing all the details of the matter, took it upon myself to insist upon these two boxes being credited to your account, and the balance of Anderson's sales being returned to you, less the $30.00 remitted direct and charged in my monthly statement.

I trust this arrangement will be satisfactory, and hope you will return the boxes in question at once. (110)

Yours very truly.

(239)

Gentlemen:

We enclose your note for $3,000, drawn March 20th, at 90 days.

You can either send us your check for the interest from this date or include it when you pay the renewal. We have been wanting to return the note to you, but did not think of it at the proper time.

As to the credit memorandum for the last car, would say that as soon as we are able to get it we will mail it to you. We do not know ourselves just when it will be. We can tell you more about this car when we see you. (107)

Yours truly.

(240)

Dear Sir:

Answering your favor of July 1st, which is just to hand, will say that I shall be glad if you will get your people together and give me a definite answer in regard to my proposition, not later than Thursday of next week. Several other parties who claim to have suitable coal territory are anxious to enter into negotiations with me. I think, however, that if you can meet my proposition promptly it will be the most suitable arrangement for all parties. Immediate action must be taken in the matter, as the contract is valuable, and we cannot afford to remain idle. (107)

Yours truly,

LESSON 52

264. Word practice.—

Represents circumstances quantities surprised railroad company Nichols Wheeling determines accomplish traveling representative shovels soliciting continuance suggestion Covington Cincinnati Montbern industry circulation advantage consideration circulars seamless interim Charleston instructions recollection unfortunate absolutely

265. Letter exercise.—Write each letter seven times.

(241)

Dear Sir:

Your letter of the 1st inst. at hand this afternoon.

Mr. Evans called this morning and gave us a note due August 10th,

for $583.00, which represents his account for May and June. He wants us to ship him a car of lime Thursday, and under no circumstances later than Monday; he also wants 400 bu. loaded on this car. Please prepay freight as usual.

When trade recovers we will have you load in same quantities as you have in the past. (89)

Yours truly.

(242)

Gentlemen:

Your postal of the 29th at hand. We are surprised to hear that tops and bottoms have not reached you yet. The same were shipped January 10th, which was time enough for them to reach Dallas.

The railroad company said today that they would trace the goods at once and see what had become of them. If you do not get them in a day or two, please drop us another card.

Have not yet heard from you in reply to our letter of recent date in reference to putting in a stock of pipe. Will you kindly advise, and oblige (104)

Yours truly.

(243)

Dear Sir:

I found the Nichols pumps used very largely in Wheeling among the mills. They are very close buyers, and as far as I could judge, the price determines the selection in every case. There is not much pump business done in that city, however, and I do not think it worth while to waste much time and money in trying to get what business there is. However, if you wish to go over the ground, there is no reason why you should not do so, but I have strong doubts as to your being able to accomplish anything.

I shall be here for a week or ten days. (112)

Yours truly.

(244)

Gentlemen:

We thank you kindly for your favor of the 4th, enclosing check for $1.56, which we have entered to your credit.

In regard to this bill—upon referring to our books we find that same covers an order you gave our traveling representative calling for four double wing shovels 12x8.

Trusting that this information will enable you to locate the ship-

ment, and soliciting a continuance of your valued favors, we beg to remain (81)

Yours very truly.

(245)

Dear Sir:

Enclosed I beg to hand you a copy of a letter from Mr. Rose. As soon as a reply is received I shall mail you a copy. I trust that in the meantime you will offer any suggestion that may occur to you.

Would it not be well to get all the Covington parties to sign the stock certificates, so as to have them in readiness to send when needed?

Please attend to all the details of the business while in Cincinnati, and oblige (89)

Yours truly.

(246)

Dear Sir:

We have your favor of the 6th inst., and contents noted. We are mailing you a copy of the February number of the Montbern Sugar Industry, just issued, which we believe is the finest number ever gotten out by any sugar publication, although it is not a "special issue" in any sense.

Our Annual Spanish-Montbern Number, which is the regular March issue, goes to press very soon and in order to take advantage of the extra large circulation of this number, about 6000 copies, we should hear from you before March 1st.

Kindly give this your careful consideration.

Hoping to hear from you in the immediate future, we are (116)

Very truly yours.

(247)

Gentlemen:

We have your esteemed favor of July 24th, advising us that you had sent us by express on that date 1000 National Range Circulars with the hope that they would prove to be just what we wanted. We have examined these circulars and feel that they will fill the bill exactly, and we thank you kindly for expressing them to us. By placing these circulars in the hands of our customers we hope to increase our business on National Ranges. (85)

Yours very truly.

(248)

Gentlemen:

Referring to your favor of the 22nd inst. in regard to tubing, beg to say that same will be shipped at once. We have written our New York people concerning this matter, and will endeavor to see that you are not pushed for payment.

We have instructed our Chicago office to go ahead with the order for twelve (12) lengths, three (3) inch seamless tubing, No. 16 stub gauge, twenty-five and a half (25½) feet long, and have directed them to have the tubing made hard.

Awaiting further favors, I am (95)

Yours.

(249)

Dear Sir:

I received your several favors yesterday, but where they have been in the interim I am unable to say.

The loss at Charleston, W. Va., I closed at $683.62, and, in default of specific instructions from you, mailed proofs of loss with my bill to New York, where they are at this time.

I thank you for your kind recollection of me in this matter, and hope to be able to serve you again in case you are so unfortunate as to have further losses. (91)

Yours.

(250)

Gentlemen:

We have your favor of the 29th inst., and are glad to note that you are going to send us a full set of your type. We are sure we can book some orders for you, but the types are absolutely necessary.

The staple business is looking up some in the last few days and, unless we have a break in the yarn market, we look for a good demand for staples during the next thirty days, so we hope you will not delay in sending us the types. (93)

Yours very truly.

LESSON 53

266. Word practice.—

Contemplate Buffalo manufactured extension consolidated bolsters Portland desirable Jackson Letonia incomplete soliciting transportation irregularity communication advantage allowable contrary magnate obligations memorandum satisfaction

267. Letter exercise.—Write each letter seven times.

(251)

Dear Sir:

Hearing that you contemplate putting in some of our fans and engines, same as are used by King Bros., I write to say that I shall be in Buffalo in about a week, at which time I shall be much pleased to call and give you any information you may desire. Should you be in a hurry to put engines in, please write me immediately upon receipt of this, and I may be able to reach you a little sooner.

Trusting we may be favored with your order, I am (93)

Yours.

(252)

Gentlemen:

Having sold your farm and log wagons for the past eleven years, we take pleasure in saying that there are none better sold in this market, which includes nearly all of the leading wagons manufactured in this country.

They are made of good material, well ironed and painted, and very durable. We consider your log wagons the lightest draught made. The large fifth wheel, short hounds, extension bolsters, round coupling and improved skeins, all heavily ironed, make it a very desirable wagon.

Yours truly. (85)

(253)

Gentlemen:

The Consolidated Coal Co. request me to write you, asking for a bid on about 15,000 tons of coal for the Portland Gas Co. I leave this matter in your hands to do as you think best, yet can not refrain from saying that I shall be greatly pleased if you offer a bid on this coal. This is a very desirable business to secure, and, as the deliveries are to be made in your slack time, it seems to me you could make a good thing of it.

Let me hear from you as soon as possible, as they are desirous of closing the contract in order that Mr. Jackson may leave the city for a week or two. (124)

Yours truly.

(254)

Gentlemen:

I have the package of maps left at my office today, and will forward your bill with maps to New York office this evening.

I note you have omitted Letonia in one set and presume you did not have enough to complete the three sets. As the sets will go to New York office and agent complete, I would be glad, if you happen to find an extra set lying around your office later, if you will hand it to me, as the incomplete set will be retained at this end of the line. (97)

Yours truly.

(255)

Gentlemen:

We beg to acknowledge receipt of your valued order No. 3745, ordering an outfit of dies and taps suitable for use in your peak bolt cutter. We have entered this order complete as specified for our very best attention, and will make shipment of same in a day or two.

We beg to send you under separate cover a copy of our latest catalogue as requested, and we trust you will find same of service.

Thanking you for this order, and soliciting your further favors, we remain (91)

Yours truly.

(256)

Gentlemen:

We have your favor of the 8th and notice you state that shipment which left our factory on December 20th, consigned to you, has not yet been received. We certainly regret to learn of this delay in receiving the goods and desire to assure you that we will do everything in our power to secure prompt action by the transportation company. We are again taking this matter up with them today and shall ask that you keep us advised as to delivery of this shipment. (89)

Yours very truly.

(257)

Gentlemen:

Please refer to our letter of the 8th, in which we called your attention to what appeared to be some irregularity in charging us with

some of the forms recently purchased, and kindly, without further delay, let us have a reply to our communication.

In the same connection, please say whether or not we are entitled to a cash discount. Your bills do not show the terms. If the discount is allowable we want to take advantage of it. (82)

Yours truly.

(258)

Gentlemen:

Referring to the four guns which did not go forward with your shipment of the 6th.

We are pleased to advise that we will be in a position to forward these guns to you within the next week or ten days, and shall do so at that time unless advised to the contrary. We hope you will bear with us in this delay.

Thanking you for past favors and awaiting your further valued commands, we are (80)

Yours very truly.

(259)

Gentlemen:

Your favor of recent date has our attention.

Regret to say that we have no No. 28 or 30 magnet wire in stock at present, but can probably fill an order in about a week or ten days. Could you give us this time? There are times when we could ship this style of wire immediately from stock, but just now we find ourselves unable to fill the orders coming in.

If you can favor us in this instance, we will be under obligations to you. (89)

Yours truly.

(260)

Dear Sirs:

Referring to your letter of the 19th inst., we are enclosing herewith credit memorandum for three only No. 1 Poises short in your shipment to the Jones Bros. Hardware Company, Earle, Ark.

We thank you for calling this matter to our attention, and trust the credit memorandum will straighten same out to your entire satisfaction.

We are returning herewith your customers' letter. (68)

Yours very truly.

LESSON 54

268. Word practice.—

Disappointed opportunity considerably disappointing succession undoubtedly typewriter manipulate stenographers operators employment permanent temporary commodious novelties invitation establishment instituted Christmas popularity correspondence compliments commercial subscription difficulty cautioned precautions explanation cordially successful

269. Letter exercise.—Write each letter seven times.

(261)

Dear Madam:

Your favor of the 1st inst. at hand, and your request for sample volumes for use in your school is noted.

We try to keep a correct and complete list of teachers, so that we may at once comply with such requests, but for some reason do not find your name on our records. Will you, therefore, have the kindness to fill out and return the enclosed blank? We hope to hear from you at once, and shall then take pleasure in sending you promptly a sample volume of the books. (96)

Very truly yours.

(262)

Gentlemen:

We are naturally disappointed that you do not expect to be able to give us the opportunity of figuring on your work at the present time.

We suppose you have not forgotten that we expect to be casting aluminum within about six weeks. It seems to us that the lightness of aluminum would be an advantage and we also would give you a better price in aluminum than in any of our present metals.

Hoping to have the pleasure of hearing from you again in the near future, we are (93)

Yours truly.

(263)

Dear Sir:

In reply to your letter of the 23rd inst., we will say that we are not at present in a position to quote favorable prices on barbed wire. The freight rate to your city from Pittsburg is 40 cents, and as the

nearer mills have a 21 cent rate, we could not compete with them. We expect next month to have the freight rates considerably reduced, and if you are then in the market we think we can probably serve you. (85)

Yours truly.

(264)

My Dear Sir:

I am sorry that it was necessary to again inquire about the delivery of Volume XI. on Cost Accounts.

As was undoubtedly explained to you before, we had fully expected to have the remaining four volumes in your hands long ago, but a succession of disappointing delays have made it impossible.

I am pretty sure now, according to the promise of our printers, that the first shipment of these volumes will reach us by the last of the present month; this means that deliveries will begin immediately.

I shall see that the Volume of Cost Accounts is sent to you at the very earliest possible moment. (112)

Yours very truly.

(265)

Gentlemen:

Our typewriter has been made and sold for twenty-two years. Today there are more than 500,000 in use the world over, and the factory is now turning them out at the rate of nearly 200 machines daily.

A vast army of operators will be required to manipulate these typewriters. The demand for stenographers familiar with this machine increases steadily in the Cincinnati territory. During 1910 our employment department received 971 calls for our operators and filled 901 positions, of which 454 were permanent and 447 temporary. (102)

Yours very truly.

(266)

Dear Sir:

We extend to you a cordial invitation to visit us at our new and commodious quarters.

Our stock of imported novelties in spring and summer woolens is now complete and ready for your inspection.

In addition to our original high-grade establishment, we have instituted a department for young men, in which garments will be made at moderate prices.

Awaiting your early call, we are (70)

Yours very truly.

(267)

Dear Sir:

Just these few lines to wish you a very Merry Christmas and to remind you of "Our Good Teachers" for January classes.

"Our Good Teachers" are still "Teachers" and are still "Good." Their popularity increases every year. We hope that you are planning to use some of them during 1911.

Needless to say, your orders or any correspondence will have our prompt and careful attention.

With the compliments of the season, we remain (78)

Cordially yours.

(268)

Gentlemen:

We mail you today a copy of our current number, by which you will see that we are receiving large clubs from Commercial Schools all over the country and also giving them good write-ups.

You will note that the World has always been one dollar a year, but we are very desirous to have every one of your students become a monthly reader of it and therefore make the very low special rate of only thirty-five cents a year for each subscription without regard to the number sent in.

We would be pleased to receive a club from your excellent school and also an article from your pen, of interest to our readers, which we would publish in some future number of our magazine.

Trusting you will take advantage of this low rate, and with best wishes for your increased success, we are (148)

Sincerely yours.

(269)

Gentlemen:

We are in receipt of your favor of the 19th inst., enclosing bill of lading to cover No. 2419-H seat handles which you report shipped in error, and upon receipt of these handles we shall be pleased to give you the proper credit therefor.

We are at a loss to account for these handles having been shipped on your orders, and the only possible explanation is that one of the men getting out the order took the handles from the wrong barrel. We have cautioned the shipping department to use the utmost precautions in the future, and trust you will have no further difficulty.

Awaiting your further favors, we remain (115)

Yours truly.

(270)

Gentlemen:

Your favor of the 13th, with signed copy of our contract, arrived during the absence of the writer the past week. We thank you very cordially for renewing business relations with us for the coming year, and also for your expression of good wishes.

We sincerely trust that the year will prove a successful one to you. Having just returned from a short trip in the south, we believe that that section of the country will surely assist each of us to have a successful year. (90)

Very truly yours.

LESSON 55

270. Word practice.—

Announcing congratulations political campaign contribution committee yesterday inventory Sandusky circumstances disposal unnecessary correspondence attractive apologize averaging Henderson exceptional original probability shaper production figuring withdrawing safeguard southern Everett assurance invoicing

271. Letter exercise.—Write each letter seven times.

(271)

My Dear Sir:

On my return here I find awaiting me your telegram of the 3rd inst., announcing the results of your meeting. Accept my thanks and congratulations for what you have done. I hope by the first of the month to get my business in such shape that I can turn my attention to the political situation. I have been so overrun with business that I have not been able to do justice to the cause up to this time, but shall hope to make up before the close of the campaign anything that may be lacking so far.

Mr. Call has told me about your contribution to the Committee and I thank you for this.

Hoping to see you soon, I remain (127)

Yours very truly.

(272)

Dear Sir:

In conversation with Mr. Gest yesterday, he said he would use the two Edison 150 light machines which you have in Chicago. He wishes to use them as motors. I told him you would probably sell them at the prices named in the inventory if terms were cash. I should insist upon his paying for them in thirty days.

I think I shall make an arrangement with Green Brothers to sell our goods here on the same basis as in Chicago.

I leave for Sandusky tonight, and expect to be at the factory on Monday. (101)

Yours truly.

(273)

Dear Sir:

Attached please find letter from Mr. Riggs, which explains itself. Would like to have you write me on receipt of this what had better be done under the circumstances. If you think I should give his company an estimate on dynamos, etc., and raise the price, I will do so. Who is the engineer they have selected to make this estimate? From the conversation I had with Mr. Fox, I do not think either Reed or the town will put the plant in very soon.

I assure you my time and services are at your disposal whenever you need them.

A prompt reply will greatly oblige (110)

Yours truly.

(274)

Gentlemen:

We do not mean to annoy you with unnecessary correspondence, but again we write to ask as to whether you have yet made any decision as regards our quotation of the 12th inst. on school supplies.

Was not our proposition attractive?

May we have a word from you?

Thanking you in advance, we are (58)

Very truly yours.

(275)

Gentlemen:

We wish to apologize for not answering your letter sooner. We have been moving into our new building and neglected to take up some of our correspondence.

We have gone over the items, in answer to yours of December 8th, and find that our prices are all right. You will notice that we gave you a better rate than we figured in the first place on some of the items. Averaging all, we feel that you received the better of the deal.

In reference to the discount, as it has been our fault in not answering you sooner, we will allow you 2%.

We gave you a price of $29.50 for 10,000 Clock Time Cards and we would like to know if we may do this work for you? (137)

Very respectfully yours.

(276)

Gentlemen:

Your favor of January 8th, addressed to the Henderson Machine Co., Henderson, Conn., has been referred to us for attention, as we represent them in your section. We note that they have mailed you direct a copy of their lathe catalog, and if you will kindly look through same and advise us the size of lathe required, and with what equipment, we shall be very glad to quote you prices.

Would also state that we have some exceptional bargains to offer in slightly used lathes if you would be interested in a second-hand machine.

Awaiting your advice, we are (103)

Yours truly.

(277)

Gentlemen:

We are in receipt of your favor of the 26th inst., registering complaint on the 16″ Smith and Mills high speed back geared crank shaper sold you in the original equipment.

Our Mr. Winship will be there some day this week, in all probability Wednesday or Thursday, and we ask that you kindly hold this matter in abeyance until he calls and looks over the Smith and Mills machine, when the matter can be straightened out, either by making this machine good or replacing with some other make.

You may rest assured that the matter will be adjusted to your entire satisfaction. (106)

Yours truly.

(278)

Dear Sir:

We wish to inquire whether you are in the market for any iron

working shapers. If you are, we would like to have an opportunity of figur'ng with you on your requirements in this line.

We believe we can prove to you that we can save you money both in the purchase price, and in the production of any work that you may assign to our machine.

May we expect to be favored with your inquiry? Awaiting your reply, we remain (85)

Yours respectfully.

(279)

Gentlemen:

We have your favor of the 26th. We gave you an option on fifteen shares of our stock upon your request. We now have no stock to offer and our letter withdrawing the option was to safeguard ourselves against any possible sales of our stock that we could not take care of.

From the tone of your letter we judge that you overlooked the fact that you asked the quotations on fifteen shares of our stock. (79)

Yours truly.

(280)

Gentlemen:

About five weeks ago our southern representative, Mr. D. S. Everett, was taken seriously ill, since which time he has been confined to the house, but expects to be out in a week or ten days. On this account, he has not been able to get around to see his customers as has been his regular custom.

We know that Mr. Everett will appreciate any orders you may send us, and we hope if you are in need of anything in our line before he has an opportunity to see you, that you will send the order in, with the assurance that same will have our prompt and careful attention, invoicing at our very best price.

Thanking you for past favors, we remain (126)

Yours truly.

LESSON 56

272. Word practice.—

Adhesive confident absorbing commissions Louisiana
reciprocate exchange second-hand necessarily consequently
circulation newspaper journal imminent undoubtedly
expression accommodate Gregory punches warehouse
Arkansas Hatfield diagram inspection transportation

273. Letter exercise.—Write each letter seven times.

(281)

Gentlemen:

Enclosed you will find invoice and bill of lading for your very kind order for one barrel of sand belt glue, as given our Mr. Lamb a short time ago.

We feel confident that after you have tried out this barrel, you will adopt this grade of goods for your requirements, and you can absolutely rely on the quality of our goods being uniform at all times. This grade is made from pure hide stock and possesses rare water absorbing and adhesive qualities.

Trusting that the shipment will arrive promptly and open up to your entire satisfaction, we are (104)

Yours very truly.

(282)

Gentlemen:

We have your letter of the 1st, enclosing statement of cotton A/S since October to date of report, showing 900 B/C weighing 291,000 pounds, and your check to cover the commissions. You also enclosed the weekly report showing amounts purchased for the week ending October 20th.

We hope that the round bale business will improve in Arkansas and Louisiana. We would like very much for you to get the Vicksburg Press in line and buy some cotton from them. Mr. Knox put these presses in first-class working order at considerable expense and they told him that they were anxious to do some business. (114)

Yours very truly.

(283)

Dear Sir:

On January 14th last, we made shipment of a machine to you and

you returned us a second-hand machine, which we took in exchange. The railroad company made an overcharge of freight on your shipment to us, and we have made claim against them for same. They now ask us for the receipted freight bill on the shipment we made you, and we wish you would look it up and see whether you can find this receipt. If so, send it to us, so we can make our claim against the railroad company.

We are sorry to have put you to this trouble, but, as they asked that this be done, we think we had better comply with their request. We shall esteem it a favor and if at any time we are able to reciprocate, will do so with pleasure. (146)

Yours truly.

(284)

Gentlemen:

We are in receipt of your letter of the 7th inst., advising having forwarded to us various samples, and upon receipt of same we will commence the work at once. These samples were sent around by way of Memphis and consequently we will hardly get them before tomorrow or next day.

We note from your prices you have some pretty good lots to offer and we will do the best we can for you. Most of the mills are having trouble selling their goods since the holidays and necessarily are looking for medium price. We trust, however, that your samples will show up well and that we will be able to place something for you. (118)

Yours truly.

(285)

Gentlemen:

Yours of the 23rd inst., enclosing copy for six inch single column ad., received. We are pleased to make you a rate of 20c per inch per insertion for this ad. to be inserted e. o. d. in the daily and once a week in the twice-a-week edition, to run for a period of four months. Copies of all papers containing the ad. to be sent you without extra charge and statement to be rendered at the end of each month.

The Journal has the largest circulation of any newspaper in this section of the country and we believe it will pay you well to use some space with us.

Hoping to have your order to insert, we are (126)

Yours very truly.

(286)

Gentlemen:

Your attention is respectfully called to the previous correspondence on the subject of steel filing devices; our last letter bearing date of June 5th.

Undoubtedly matters of more imminent importance have caused you to overlook this temporarily. However, we hope you will now find it desirable to attend to this. We will appreciate your expression and know your favorable decision will result in mutual satisfaction. We know we are able to accommodate you to the best advantage.

Anticipating your kind disposition of this, we remain (89)

Very truly yours.

(287)

Gentlemen:

Replying to your letter of the 13th inst., we wish to state that we have taken the matter of punches up with Gregory, Mayer and Thom Company of this city, and they inform us that they only received the order today and it will be about two weeks before they can deliver same.

We will ship one-tenth of each of your orders by express Saturday, November 18th.

The balance will follow by freight on Tuesday, November 21st.

Hoping that you will receive forms without delay, we are (91)

Respectfully yours.

(288)

Dear Sirs:

We have yours of the 19th, enclosing statement of round bales purchased during the season, showing a total of 2908 bales. In order to relieve you as far as possible we enclose you herewith a form of report for round bales which we will thank you to send us at the close of each week. You can then from time to time make us a statement of cotton received at warehouse on which your rentals are based, similar to the reports you have already furnished.

We are glad to note that you have purchased 907 .B/C from Hatfield and hope that the purchases in Louisiana and Arkansas will increase in volume. (121)

Yours very truly.

(289)

Gentlemen:

Please make as quickly as possible five thousand (5,000) work

cards according to the diagram herewith. You will note that we want you to use the same paper as you are now using on the time cards, No. 401, but that we wish to use some paper of a different color. The card should be of the same size exactly as No. 401.

The form is so simple that we hardly think it worth while for you to send us proof for inspection. We ask, however, that you acknowledge receipt and say how soon you will be able to execute this order.

Yours truly. (110)

(290)

Gentlemen:

We have your telegram of the 2d, and immediately upon receipt of same took the matter up with the transportation company, requesting them to trace by wire the outfit shipped you on December 20th. We explained to them the urgent nature of the case, and they immediately started wire tracer, but up to the present writing have had no advice from them.

It is certainly to be regretted that the transportation company have made such poor delivery, but we hope that with the action which we have taken, the goods may be delivered to you without any further delay. If they are not received within a reasonable length of time, advise us. (115)

Yours truly.

LESSON 57

274. Word practice.—

Engraving consideration unnecessary illustrations advantage difficulties unfortunately appearance hurrying inconvenience deduction practically personally subscription intercourse entitle privilege yesterday connection shapeless stoppers manuscript opinion carrier liable damages notwithstanding flasks supreme stipulation Atlantic Riverside

275. Letter exercise.—Write each letter seven times.

(291)

Gentlemen:

Are you going to be in the market for any engraving work this fall? In case you have nothing of this kind up for consideration, or

have turned your orders elsewhere, will you not be kind enough to notify us to this effect and thus save any unnecessary correspondence?

We believe, however, that you will find that it will be to your advantage to make use of our years of experience in handling wagon illustrations. We would be glad to submit you any samples of our work that you may care to see, and take up any of your engraving difficulties with you.

Trusting you will not let this matter escape your attention, we beg to remain (120)

Yours truly.

(292)

Dear Sir:

We are in receipt of your favor of the 5th, informing us that you had received a copy of letter from your home office in reply to our telegram to them of the 3rd inst., requesting wire tracer after the machine which was shipped on the 20th of last month, and have noted carefully. Unfortunately the machine has not yet made an appearance.

We are being greatly inconvenienced, and if there is anything you can do for us in the matter of hurrying this shipment forward, for goodness sake, get busy. (95)

Yours truly.

(293)

Dear Sir:

We beg to call your attention to the fact that you are overdrawing your account. Your invoices Nos. 8 and 11 are both added wrong, and you drew on 100 lbs. additional weight on each one. Please make deduction from your next draft to cover balances, or send us your check for the same.

We also beg to call your attention to the fact that you are still short two square bales which you promised to ship. Please attend to this. (86)

Yours truly.

(294)

Gentlemen:

I do not understand the delay in getting your machine shipped, for I was particular to tell them to rush shipment, and I received a letter from them saying they would ship as soon as possible.

I am writing them again urging them that if the machine has not been shipped before this reaches them to rush shipment, but I am sure

the machine has been shipped, and you will receive a bill of lading as soon as they ship.

Thanking you for calling my attention to this, and hoping the machine will reach you before it causes you any serious inconvenience, I am (108)

Yours very truly.

(295)

Gentlemen:

We have your favor of the 3rd inst., enclosing warehouse receipt for 3 bales of cotton, rejections on hand in Fall River, Mass., warehouse, all of which is in order. As you did not state whether or not these cottons are insured, we have wired them to attend to this matter and forward us policy, if not already covered by them, which we suppose will have their attention.

Also note that you are having them procure re-samples of these 3 bales and forward to us direct, which is satisfactory. (94)

Yours very truly.

(296)

Gentlemen:

We have your favor of the 28th inst., and note what you say about the various lots of cotton unsold, samples of which we have.

We are still working on these lots, but since the recent decline the mills have been buying practically no cotton. While a lot of the small mills have cotton to buy, a great many of the larger mills say they have cotton to run them into the new crop.

We are doing all we can to sell your cottons or obtain offers on them, but we just simply have to keep after the mills all the time to make any headway at all. (112)

Yours very truly.

(297)

Dear Sir:

I understand that you are going to open up again, but where, I have not heard. I wish when you are ready for your line of rubber goods, you would address me in care of the company. This will secure the account for me, and, as I shall be at home most of the time for the next sixty days, it will give me pleasure to fill your order personally. You understand that if I can open an account it afterwards goes to my credit, and I shall, therefore, thank you very much for the favor.

Yours truly. (100)

(298)

Dear Sir:

We beg to advise you that your subscription to Daily Intercourse expired with the June number.

Kindly use the other half of this sheet in making your renewal, and also please note that the payment of your subscription now will entitle you to apply the amount of the payment upon any of our special book offers which may be made during the coming year. All you need to do is to return the statement with your payment, and record will be made of the special privilege in connection with any of our book offers.

Trusting we shall receive your renewal at once, we are (109)

Very truly yours.

(299)

Gentlemen:

In our letter of yesterday, placing order for several cases of pints and half pints, we forgot to mention that we expect you to supply the screw top flasks.

In this connection, however, we want to add that we were not pleased with the flasks shipped us on our last order. They are thick, coarse and shapeless. Have you something better?

Also, have you flasks with glass stoppers, pints and half pints? What are they worth?

Kindly give us this information immediately, so that we may add to our last order about 25 boxes of half pints. (101)

Yours very truly.

(300)

Dear Sir:

You will recall that I was to send you a manuscript copy of the opinion of the Supreme Court of the United States holding the initial carrier liable for damages done to a shipment by a connecting carrier in an interstate movement, notwithstanding a stipulation in the bill of lading that no carrier should be liable for any loss not occurring on its own lines.

The opinion referred to was delivered on January 3, 1909, in the case of Atlantic Coast Line Railway Company against Riverside Mills, and is reported in the advance sheets of the Supreme Reports of February 1st, 1911, at page 164.

I enclose a copy of the opinion. (120)

Yours truly.

LESSON 58

276. Word practice.—

Publication magazine repeatedly discontinue advertisement particular suggest accompanied Roosevelt substances decision authenticity regulations quantities satisfactory Chicago investigating communication furnishing reciprocate compliments regularly galvanized consistently convenient specifications preference instructions destination appreciated authorizing ginning sufficient

277. Letter exercise.—Write each letter seven times.

(301)

Dear Sir:

In reply to your favor of the 24th inst., addressed to us at Dallas, Texas, beg to say that we purchased a plant at this point some months ago.

The advertisement which you refer to was given the magazine in question for publication in their issue of last December, and notwithstanding the fact that we instructed them repeatedly to discontinue it, we find they continue to publish this advertisement in nearly every issue since December.

We are very sorry indeed that you have been put to any trouble in the matter. (96)

Yours very truly.

(302)

Gentlemen:

With reference to yours of January 9th, we are pleased to notice that all the supplies are either on the way or will be on the way within the next two days. We suggest that you start tracer after the different shipments from Cincinnati and Louisville, as we shall need these particular goods first.

In reference to the boxes, which you say were shipped on the 3rd, wish to state that we have so far failed to receive a bill of lading covering same. As it has been seven days now since they were shipped, we would suggest that you start a wire tracer. (107)

Respectfully yours.

(303)

Gentlemen:

We are today in receipt of letter from our Louisville branch, accompanied by your letter to them of the 5th inst., and we note what you say about the form of your label with reference to the Pure Food Law.

You probably have seen in the papers in the last few days the reported position taken by President Roosevelt concerning "like substances"? You probably will want to consider the wording of your label with relation to the matter covered by the President's decision. We do not understand that this report has been confirmed. but it has evidences of authenticity.

We would like to hear from you regarding this matter before we go ahead with the printing and it will be far better to defer action for a short time than to incur any useless expense. (138)

Yours truly.

(304)

Gentlemen:

In answer to yours of the 16th, in reference to the "Sunny Jim" label, we wish to advise that we have not made any change on this plate to conform to pure food regulations.

We presume you can order these in quantities as large as 5000 at a time, in which event we could make the necessary changes without any additional cost on your part. This, however, will take a few days additional time in filling your order. Kindly advise us if it will be satisfactory to order these out in 5000 lots and if you desire us to proceed with the filling of same.

We have made the requested changes on the other labels and are sending you attached hereto samples for your approval. (130)

Yours truly.

(305)

Gentlemen:

On December 19th we called your attention to failure on your part to deliver a certain telegram sent to Mr. Brown on December 13th, care La Salle Hotel, Chicago, requesting that you investigate the matter and let us hear from you. Not receiving a reply, we wrote you on January 1st, asking that you kindly let us know what progress was being made in the matter of investigating. So far we have had no reply to this communication. We again ask that you at least

let us know that the matter is being handled, for even this information would be a matter of some satisfaction. (108)

Yours truly.

(306)

Dear Stuart:

I reached home this morning from Memphis. Sorry I did not get to see more of you while there, but I was busy up until train time last night.

Referring further to your kind letter of the 4th, would like to ask if you can give me the names and addresses of the officials of the several roads mentioned in your letter as getting out pictures of scenes on their lines. I thank you in advance for any information you can give me along this line.

With kindest regards, and hoping to have a visit from you sometime soon, I am (106)

Yours very sincerely.

(307)

Dear Sir:

We have seen some very handsome pictures, scenes along the route of your lines, and are wondering if we could not prevail upon you to send us one. We have only recently completed our offices and find that we have overlooked just this one detail in furnishing them—we are short on pictures for the walls.

If you can arrange to comply with this request, we can assure you that it will be greatly appreciated, and that we stand ready to reciprocate such a kindness in any way that it is possible.

With the compliments of the season, and hoping to receive from you a favorable reply, we remain (113)

Yours truly.

(308)

Gentlemen:

Accept our thanks for your prompt shipment of our order No. 4841. Roofing sales are rather heavy at present and we hope to be able to place our orders quite regularly from now on.

There is one thing we would like to have you do, if possible, i. e., meet the price we have been quoted on 8-inch oval galvanized ridge capping. We can get this capping at $1.85 delivered at Memphis, Tenn. If you could consistently meet the price, it would be more

convenient for us to order it from you to be shipped with our roofing.

Kindly let us know if you can meet this price, and oblige (118)

Yours very truly.

(309)

Gentlemen:

We wish to thank you for your car lot specifications of December 9th, your order No. 4841, and beg to advise that same has been entered and we will make shipment of this car tomorrow. Invoice and bill of lading will be rendered on the following day. We have given your order preference over many others now on our books, and trust that time of shipment will be appreciated.

We will comply with your routing instructions and have this car followed through with wire tracer, and hope that same will reach destination promptly.

Again thanking you for this business, we beg to remain (108)

Very truly yours.

(310)

Gentlemen:

We have your telegram of the 11th inst., authorizing us to buy 60 round bales at 11c., basis middling, and ship as quickly as possible. Just now most of the people selling cotton are doing a custom ginning and holding their cotton—very little selling in the seed.

For the class of lint being marketed here on the present basis of prices it is bringing anywhere from 11c. to 11½c. Therefore, I do not see that we could do much with the round bales on the present market.

Things may change after a bit, but right now there is not sufficient cotton being sold in the seed to warrant us operating the round bale press at the present market prices. (128)

Yours very truly.

LESSON 59

278. Word practice.—

Distribution remember regretting prosperous insurance communicate discount territory Graham armature disc automatically dimensions investigating lettergram Creoleshun altogether everything clevises anticipated transfer discontinue necessity profitable panels mistaken.

279. Letter exercise.—Write each letter seven times.

(311)

Dear Sir:

I am in receipt of your letter of December 26th, and regret very much to advise that I am unable to comply with your request for a picture of a scene on our line, for the reason that we are making no distribution of these views at the present time on account of the great expense attached to that method of advertising. If we should go into such distribution later on, I would be glad to remember you, but I see no prospect of doing so in the near future.

Regretting that I cannot comply, and wishing you a prosperous New Year, I am (109)

Very truly yours.

(312)

Dear Sir:

Under separate cover I mail you blueprint and specification of material needed in your proposed equipment, which you kindly loaned me yesterday. I called this morning at the office of Mr. Doane and found he was away, and would not return before Tuesday of next week; so have written to the insurance companies at Cleveland for the information I desire, which will be forwarded to me at St. Louis. I will communicate with you further from there, and call with complete proposition as soon as it is possible to get all the necessary information together.

Should you wish to confer with me on any point, a letter addressed to our St. Louis office will reach me. (122)

Yours very truly.

(313)

Gentlemen:

We will say, in response to yours of the 28th, that we will give you a discount of 20 per cent. off the list furnished you. We offer you this discount to hold good for the next sixty days only, when we will see what we can do further.

We make you this liberal proposition because we are anxious to have you place one of our engines in your territory, and also to enable you to see the class of work we are doing.

Trusting these terms will be the means of inducing you to place an order with us, and that you will be able to make some sales on the strength of it, we are (120)

Yours truly.

(314)

Gentlemen:

We have your favor of the 11th and we believe from what you state that the Graham No. 2 power press will answer our purpose and we would ask that you enter order and ship the same at once, it being understood that they are to accept the straight press without knockout, which we have been unable to use.

If the armature disc die which they are making is so made that it will throw out the blank automatically, as all our armature discs are made, we will be able to use the same if the dimensions are correct.

Trusting that you will give this matter prompt attention, we remain (114)

Yours very truly.

(315)

Gentlemen:

In reply to your letter of October 7th, wherein you state that you are in urgent need of the box straps due on your orders No. 4605 and 4470, wish to state that upon investigating our records we find that we have no order No. 4605, but are led to believe that you meant your order No. 4665, which was shipped complete on the 2nd inst. In regard to order No. 4470, wish to state that we made partial shipments of this order on the 2nd, 3rd and 4th inst., and forwarded the balance complete on the 5th.

Trusting this information will be entirely satisfactory, we remain (115)

Yours truly.

(316)

Gentlemen:

Replying to your night lettergram, we have just wired you as follows:

"Please hold the custody bill lading for the 100 bales until you hear from us."

As to the 100 bales, we will have to wait until such time as we can get a custody port bill lading of the Creoleshun Line, as the cotton was sold for shipment via this line.

In addition to this 100 bales, we would thank you to engage room for 100 bales for January shipment, as we will soon have 100 bales on the way to New Orleans. This will make 200 bales altogether for shipment via Creoleshun Line.

Thanking you for your interest in the matter, we remain (125)

Yours truly.

(317)

Gentlemen:

We have your letter of October 14th, wherein you desire us to advise you regarding your orders Nos. 4917 and 4960.

We wish to state that we made shipment of the No. 2 box straps on October 11th. Everything else on these two orders has been shipped, with the exception of the clevises, which are now on the way from the factory. We shall be able to make shipment of these clevises by tomorrow or Saturday.

Trusting this will be satisfactory, we are (89)

Yours very truly.

(318)

Gentlemen:

Unless you have recently ordered supplies and thus anticipated your wants, you will probably find that you will need additional index and transfer cards on January 1st. It would materially help us in pulling through this, the busiest season of the year, if orders could be sent us now rather than come in in a large volume at the last moment.

If you will help us out in this respect you will guard against any possible delay in receiving your supplies, and the kindness will be greatly appreciated by us.

Thanking you for past favors, we remain (101)

Yours very truly.

(319)

Dear Sir:

On account of the small volume of business in your locality it has been deemed to be to the best interest of the company to discontinue the local agency for the payment of dues at that point. We will receipt by postal card, and your book may be sent in as often as you desire, to be receipted to date. We regret the necessity of making this request, and hope at an early date to have the business of the company at your town on a basis which will prove more profitable to your citizens as well as to the company—but for the present we will discontinue the agency.

Please send payments to reach us not later than the 5th of each month. (129)

Very truly yours.

(320)

Gentlemen:

Your letter of the 4th has just been received, and I am surprised to learn that you have no 1 oz. ball neck panels in stock for me. Enclosed is a letter from the Peerless Glass Co., saying they had shipped from Alton, Ill., Dec. 20th, both the 1 oz. and the 2 oz. ball neck panels. If they are correct, surely you are mistaken. Please examine your stock and see if you have not these goods in your warehouse, and ship the order as directed a few days ago.

Kindly let me hear from you, and assuring you that an early reply will be appreciated, I am (112)

Very truly yours.

LESSON 60

280. Word practice.—

Accuracy construction satisfactorily representative familiar objection signature Harrisburg conversation succeeded incidents paragraph absolutely specifications factories accordingly initials satisfactory actually requirement corrugated manila wholesale

281. Letter exercise.—Write each letter seven times.

(321)

Gentlemen:

We have your letter of inquiry regarding the Knight milling machine, and in reply will say that, while we have no doubt that the machine might stand any inspection as to accuracy, etc., as might be given it, yet its construction is of such a light nature that we find it will not stand up satisfactorily on our work. We will be pleased to take this matter up with you in detail with any representative of the company who might be sent here, but have already taken the same up with your Mr. Winship and think that he is fully familiar with our objection to this machine. (111)

Yours truly.

(322)

Gentlemen:

Your letter of the 9th inst., over the signature of Mr. Osgood Clark, regarding a shipment from the Elliott-Fisher Company, Harrisburg, Pa., did not reach me until this morning. Following a conversation on the 'phone, I succeeded in locating this freight at the L. & N. depot and you were advised of this yesterday morning.

When incidents of this kind come up, please do not hesitate to call them to my attention, and you may be sure of my best efforts at all times to help you out. (92)

Yours truly.

(323)

Gentlemen:

Replying to your favor of the 4th inst., we beg to quote you a paragraph from letter received from your Chicago office, dated December 29th:

"With regard to stock issued, beg to advise that our records agree with yours as shown by your letter."

This paragraph refers to a letter we wrote your Chicago office on December 27th, giving them a list of the stock issued to date, and, as they advise that their records agree absolutely with ours, we suggest that you take the matter up with them. (92)

Yours truly.

(324)

Dear Sir:

We have yours of the 3rd, and will figure out the price of these

labels as low as we can, and let you know within the next few days. We can quote you the square brandy at $5.50 per gross, F. O. B. Louisville.

We suppose you would want these lettered just the same as before. If so, it will be necessary of course to make them up, which would cause some delay on account of all the bottle factories being far behind in their orders. We will, however, make shipment as promptly as possible.

Kindly let us hear from you, whether you wish us to fill the order out of stock goods, or make them up as per specifications. (126)

Yours truly,

(325)

Dear Sir:

In answer to yours of the 2nd, instructing us to ship by fast freight five cases one ounce ball neck panels, we are very sorry to advise you that we have none in stock here, nor have we any on the way from our factory for you. We are therefore unable to make shipment. If you have an order at Alton for some of these goods, we will be glad to hurry the shipment for you as much as possible, or if you would like a few shipped from the factory by local freight, kindly advise us, and we will instruct accordingly. (106)

Yours truly.

(326)

Gentlemen:

We have coming to us in a car from one of our factories eleven gross of thirty-two ounce bottles with your private initials. You will remember that we wrote you some time ago, in reply to your order for some of these bottles, that we would have to raise the price, and that in the meantime we had ordered the bottles made up. By the time we received your reply advising that it would not be satisfactory to you to raise the price, the factory had already made up eleven gross of these bottles before we could stop work on them.

We would like to ask you if it would be satisfactory for us to ship you these eleven gross and bill them at the price charged you on your last order?

Kindly let us hear from you. (142)

Yours truly.

(327)

Gentlemen:

Referring to yours of the 22nd, beg to advise that we are expressing you today enough of the tissue to fill the twelve hundred cases that you said you had on hand the other day.

We are not sending you the entire amount for the five thousand cases as we are at present low on these pieces of goods. As soon as you get the balance of these cases, kindly let us know and we will complete your order.

We have enough tissue on hand to keep us going, but we do not want to send it all to you at once unless you actually need it. As soon as we get an additional supply of this tissue, which will be in the next week or two, we will then be in good shape, and can take care of any requirement promptly. (145)

Yours truly,

(328)

Gentlemen:

In answer to yours of the 5th, beg to call your attention to the letter from your factory which we enclose. In this letter you will notice that they only mention one and one-half ounce and two ounce ball neck panels, whereas in all of your letters you have asked for three ounce bottles.

We have in stock here fifty-one gross of the one and one-half ounce ball neck panels shipped here for you by our factory. If this is the bottle you want, kindly let us know how many, and we shall ship same by local freight at once. You might, in order to save time, wire us this information. (117)

Yours very truly.

(329)

Gentlemen:

Yours of the 22nd to hand.

We are making you daily shipments of corrugated pads. We shall not be able to ship you any manila sheets, as there are none to be had in this city. In fact we have stopped making wrappers here on account of the shortage of manila paper. We shipped you today by way of boat 7800 corrugated pads for brandy 4's and 4200 for brandy 5's.

Wholesale paper houses usually carry in stock a manila paper, size

30x40, which will cut very nicely into the size sheets you require, viz., 14x18, and the loss will be very little.

With kind regards, we are (117)

Yours truly.

(330)

Dear Sir:

Our factory at Alton has forwarded us your letter of the 9th, addressed to St. Louis.

We beg to advise that we forwarded balance of your goods in our pool car, which we shipped recently. We presume you have by this time received invoice on this shipment.

Regarding the R. S. bottles we wish you would inform us further regarding these bottles, as this is the first time the matter has been called to our attention, and we shall be glad to adjust same to your entire satisfaction. (92)

Yours truly.

LESSON 61

282. Word practice.—

Compliance resolution consolidated accepting provisions constitution Pennsylvania memorandum certified secretary attorneys plaintiff depositions direction assignee Hardinsburg Springfield Albany guarantee Alabama Oklahoma Clifford warehouse difficulty situation deputy commissioner Wisconsin Mutual Benefit Society beneficiary authorizing conclusions especially continuously encourages regularly skeletons desperate assistance deductions particular overcharges responsible remitting expectation

283. Letter exercise.—Write each letter seven times.

(331)

Dear Sir:

In compliance with your request to me over the telephone, I herewith enclose a resolution to be passed by the Board of Directors of the Consolidated Power Company, accepting the provisions of the present Constitution of the State of Pennsylvania

As you will note from my letter of October 25th, and also from the memorandum preceding the resolution, the resolution, or a certified

copy, must be forwarded to the Secretary of State and filed and recorded in his office. (83)

Yours truly.

(332)

Gentlemen:

In reply to your letter of the 5th inst., I beg to advise that nothing has been done in the above case since the amended answer was filed. The next term of the Circuit Court convenes on the second Monday in February, but I doubt whether this case will be prepared for trial at that time. Mr. R. M. Bowen, one of the attorneys for the plaintiff, has said to me that he wants to take depositions for the plaintiff, but so far nothing has been done by him in that direction.

I will keep you advised as to all steps taken. (105)

Yours truly.

(333)

Dear Sir:

We would thank you to advise present status of the case of the Bank of Hardinsburg & Trust Company, Assignee, against the American Bonding Company. The last step of which we were informed was the filing on our behalf of an amended answer. (48)

Very truly yours.

(334)

Gentlemen:

If, when Mr. Ben Winters returns, you find you are in need of any goods, I shall be glad to return there and go direct home from Springfield instead of making my trip as arranged.

In the matter of the Albany S. & S. C. Book, I received a letter here which only further approves the price that I quoted you while there, and I would say this, I will make a price in carload lots of $5.90 F. O. B. mill, and will further guarantee it will be as good as sample you have, or, in other words, our No. 1 Book.

If your order is not too far advanced, can you not cancel it and give me this carload? I shall be here until Thursday night, six o'clock. If you desire me to return there, please wire me at my expense. (149)

Yours truly.

(335)

Gentlemen:

We have your several letters in regard to the business that is being done in Alabama, Texas and Oklahoma in round bales.

We have offered the Clifford Warehouse at very little over cost to us without getting an order, but we appreciate the fact that a very large proportion of our receipts so far run in the low grades.

We have no difficulty in disposing of high grades, and, in fact, are oversold. But the low grades are difficult, still we are pegging away and doing our best.

We are sending you a report tonight bringing the situation up to date. (105)

Yours very truly.

(336)

Dear Sir:

I have just received from Mr. H. L. Ekern, Deputy Insurance Commissioner of Wisconsin, a letter of the 21st inst., in which he advises that any member of a Mutual Benefit Society in Wisconsin may change the beneficiary named in his certificate without the consent of such beneficiary, but that there is no statute in that state authorizing a person holding a policy in any other insurance company to change the beneficiary without such consent.

I have not yet received any reply from the National Life Insurance Company to my letter of the 18th inst. (99)

Yours truly.

(337)

Gentlemen:

Yours of the 16th. We do not agree with your conclusions, of course. We are doing a good business with the other firms, and regret that we have not been able to do so with you.

Your cotton was carefully classed, and properly account saled at the price agreed upon. By mistake we sent you a check on first lot when there was a balance due us, and you were promptly advised of the error. After thirty days had elapsed without any protest on your part as to grading, we dumped the samples into our loose bin, as we haven't room to hold samples over thirty days.

You owe us the amount of our statement, and we trust you will send us a check to cover promptly. (131)

Yours very truly.

(338)

Gentlemen:

We have your letter of the 11th, with enclosures as stated, and we return you herewith Mr. Berry's letter of the 5th.

We hope that you are meeting conditions in Arkansas, and especially that you will be able to take care of our friends who have operated the round bales continuously, more particularly at Jackson and Magnolia.

Messrs. Wallingford & Co. and Messrs. Cannon continue to do a large business in round bales, and the warehouse people are buying freely in their section. This encourages us to hope that you will be able to operate more freely in your territory.

We would thank you to send us reports regularly at the end of each week. (119)

Yours very truly.

(339)

Dear Sir:

We hand you herewith a copy of a letter we have this day written to the R. H. Johnson Co. at Troy.

With further reference to the car of skeletons, you will see from the tenor of this letter that we are getting almost desperate. We dislike very much to be compelled to again call upon you for assistance in this matter, but every time you stir things up in the factory you seem to get results. We are, therefore, taking the liberty of calling on you this one more time.

Thanking you for any assistance you may be able to render us in this connection, we are (113)

Very truly yours.

(340)

Gentlemen:

Replying to yours of the 3rd, we note carefully what you say concerning discount. We naturally take exceptions to discount deductions near the time when the invoice matures, but will allow the same in this particular instance. If there exists any overcharges, etc., we will be held responsible. You can secure discount by remitting, and we will refund the amount claimed. We do this with the expectation that you gentlemen will have the kindness to favor us with remittances along about the time required, and we will be only too glad to allow the same.

Thanking you for past favors, and with best regards, we are (109)

Very truly.

LESSON 62

284. Word practice.—

Practically exhausted annealed galvanized improvement standard acceptance fortunate specified characterize staples immediate possibility satisfactory specification engagements familiar extremely energetic difficult problems re-insurance conversation requisition hanger circular continued patronage western discovered certainly determination liberally expectation misunderstanding interferes

285. Letter exercise.—Write each letter seven times.

(341)

Gentlemen:

We shipped the 100 cases, quarts, "Old Tub," yesterday. The pints and half pints will follow Friday or Saturday. These pints and half-pint flasks will be without offset for the cork shells, but you will have no trouble with these if you just simply put in the cork shell first, only about one-third of the way into the mouth; then insert the glass stopper; with a gentle tap of the mallet both will slip in and make a perfect job.

The bottle stock is practically exhausted, and it will be October before a new stock can be received. This is the only thing that can be done to help you out and we feel sure that everything will be perfectly satisfactory to you.

With kindest regards, we remain (134)

Very truly.

(342)

Dear Sir:

When the writer called on you last week you said you would probably by this time be in the market for a car load of wire product. I take pleasure in quoting you for account of the Pittsburg Wire Nail Co., in assorted car load shipments of not less than 24,000 lbs., as follows:

Annealed wire, on the basis of $2.50 for No. 9
Galvanized Advance, 55 cts. per 100 lbs.
Standard wire nails at $2.45 rates
Listed wire nails at 70 per cent. discount

TERMS: 60 days; 2 per cent. off if remittance is made within 10 days. Freight allowed to your depot.

The above prices are for immediate acceptance only. I do not believe that you will receive a more favorable quotation on a first class product, and I hope to be so fortunate as to secure your order.

Yours. (149)

(343)

Gentlemen:

Your favor to the Pittsburg Wire-Nail Co. has been referred to this office for attention.

I will accept your immediate specified order of not less than 240 or more kegs at $3.00 rates, F. O. B. cars at Pittsburg; freight allowed to your city, provided a river shipment can be made.

The market is not showing the improvement which we hoped might by this time characterize it, but we feel the advance will come very soon, and would advise liberal purchases.

Hoping to be favored with future orders, I am (97)

Yours truly.

(344)

Gentlemen:

Your esteemed favor of the 20th is to hand. Your order goes forward to the mill for immediate shipment.

In regard to the galvanized staples, the size you refer to is not the regular gauge, and as there was a possibility of our not having them in stock, we have ordered the 1 1-8. We did this so that the shipment might not be delayed, and we hope it will be satisfactory.

The price of cut nails is governed by the assortment. If you will submit the specifications I shall be glad to figure on them, and I believe that I can give you a special price. (110)

Yours truly.

(345)

Dear Sir:

Sorry I cannot come to Kansas City, but my engagements will not permit my doing so. I presume, however, I shall be there the first week in December, but at present must devote my time to the new agent in this territory, who is not very familiar with the business or field. I desire to make a few visits with him, in order to show him how to set forth the strong points of the business, and as

he seems very anxious to do well and is extremely energetic, I have every idea that he will prove a successful agent.

Should you desire my aid in any difficult problems that may arise, telegraph me here as heretofore. (121)

Yours sincerely.

(346)

Dear Sir:

I am in receipt of your favors of the 14th and 17th, but, having nothing particular to offer in the way of advice, have not replied earlier.

Referring to the application of Mr. Grant, would say that the premium expressed therein should be $20.00; and when said premium is paid, it should be at the rate of $19.00, and the old policy of the F. & C. Co. returned as voucher for the difference—$1.00.

We are very busy closing up the re-insurance, and I do not expect to return to New York before the middle of the coming week. Should any matter requiring my particular attention arise, write or wire me in care of our agents here. (127)

Yours truly.

(347)

Dear Si

You will remember that in a conversation that took place between us in Mr. George's office some weeks ago, I suggested that you make requisition upon the Nickel Plate Road for any additional cars needed. I have not been able to see you since, but suppose you fully understand the arrangement. If you find yourselves short, kindly notify us, as we are now loading a number of cars for Chicago and St. Louis east by the way of the Nickel Plate Road, and you can be furnished such equipment from these shipments. It is possible the Lake Shore can supply you with such as you need at Sandusky, if you choose to place your order with them.

Kindly advise me of the situation, and oblige (128)

Yours.

(348)

Dear Sirs:

We desire to call your attention to the enclosed circular of the New Handy Book Hanger which we are about to place upon the market.

The sample which we will send you by mail will acquaint you with the really useful qualities of the hanger.

We will be pleased to furnish you with more samples and will appreciate your opinion of the hanger.

Promising ourselves the favor of your continued patronage and assuring you of our continued efforts to please you as to service and low prices, we are (94)

Yours very truly.

(349)

Gentlemen:

Your letter and telegram received this morning. I have attended to the various matters mentioned therein.

The Western Coal and Mining Co. notified me on change today that they wanted all the coal due them put on their tracks at once. In looking over the contract with them, I discovered that their contract does not close until June 26th. If this is the way you have it, you certainly are obliged to put in the coal, as they have given us no trouble during the entire time of the contract, and have treated us fairly well in the matter of emptying barges. Of course, you must use your own judgment, but I think you had better reconsider your determination to give them no more coal. They are among your best customers and it will not be amiss to treat them liberally at this time. (147)

Yours respectfully.

(350)

Dear Sir:

I had every expectation of seeing you in St. Louis yesterday, and was quite desirous of a meeting, in order that a misunderstanding that now interferes with the proper working basis at the St. Louis end of the line might be removed.

It was my understanding that for such business as we solicited and had routed by your line, our cars were to be furnished when requested by the shipper, and no doubt this will be the case if some official instruction relative thereto is given your Live Stock Department at East St. Louis.

Will you kindly advise me if I am right, and if so, have the necessary instructions issued, and greatly oblige (117)

Yours.

LESSON 63

286. Word practice.—

Norfolk executive committee Harding Cleveland George consultation association establish ownership semi-centennial unanimous creditors missionary canvassing establishing preparations entitled Glidden unfortunately introduced satisfactorily comprehension propounders indulgence determine Bowling Green consequently authorize desirable

287. Letter exercise.—Write each letter seven times.

(351)

Dear Sir:

I called at your office this morning to have a talk with you relative to the loan of some cars for the C. W. & B. They have a shipper at the yards who desires to use our cars for business to Norfolk by way of their road. They have at present no cars on the line and were very anxious to secure a few from you for their immediate wants. If, out of the supply you now have at the Cincinnati yards, you could spare them a few cars, I would be greatly obliged to you, and will make such arrangements as will secure the return of the cars to your Company.

Your early reply will greatly oblige (123)

Yours truly.

(352)

Gentlemen:

Your executive committee, to which was referred the case of Harding vs. The Cleveland Gas Light & Coke Company, after a consultation with Mr. George Sage, has decided that it would not be good policy for this association to fight the case. Mr. Sage informed us that we would have to establish the ownership of Prospect Avenue, which he says we cannot afford to do, as we would derive no benefit from it; and we have, therefore, advised Mr. Harding to pay the Gas Company the price demanded for the branch, and settle the matter in the best way possible.

Hoping that we may have your approval of this action, we are

Respectfully yours. (116)

(353)

Gentlemen:

At tht request of our Brooklyn office we herewith enclose the agreement, duly executed by our president and secretary, accepting the offer of payment which you propose to make of our account of $90.85.

We executed this agreement with the understanding that all the creditors shall join in a similar arrangement. The agreement itself does not contain such a condition, but we have no doubt it is your intention to have the unanimous consent of the creditors in this matter, and our accepting the terms on this condition is not meant in any way to conflict with your desire to complete arrangements that may be for the mutual benefit of your company and the creditors. (120)

Yours truly.

(354)

Dear Sirs:

I am having very fair success, and find a great deal of missionary work to be done in the State of Ohio. I went to Chicago and stayed over Sunday with Mr. Whitman; had a very pleasant visit.

Our office there is in good condition, and I was very much pleased with it. I don't think there can be any mistake about the business opportunity we have made in establishing an office in the west. Mr. Whitman is very much interested in his work and intends to extend his canvassing further west in a short time. I have advised him to wait until we had our preparations all made for the semi-centennial number, so he could combine that with the other papers.

I expect to be home about the 20th of the month, if business warrants my staying so long; otherwise I shall be home about the 10th. (153)

Yours truly.

(355)

Dear Sir:

We herewith enclose statement showing the balance due us on our contract of last year. You will remember this contract provided that you were to purchase thirty vehicles of us, but, as you will see by referring to the invoices, you have purchased but nine; therefore, you really are not entitled to the rebate referred to in the contract. We have no desire to take advantage of you, however, and would

ask you to kindly send us settlement for the $63.00 due us, as shown by the statement enclosed. This will balance your account in full to January 1st.

Awaiting your early remittance, as requested, we are (114)

Yours very truly.

(356)

Dear Sir:

I was at Buffalo yesterday, and have postponed my trip to New York until a later date, so as to have the pleasure of going there with you. At the same time would like to go to Buffalo again, as, unfortunately, both the gentlemen whom I wished to see had left the city on an early train the morning I arrived.

I heard from Mr. Glidden of the position you have taken with reference to our couplers and your efforts to have them introduced on your branch of the road, and wish to express my appreciation of the same.

Hoping that you will be able to go with me to New York, I remain (119)

Very truly yours.

(357)

Dear Madam:

Referring to your claim for baggage, about which I wrote you some time in May, would say the trunk was checked from Cincinnati to Kansas City, where it remained until it was removed to the storeroom to be classed as unclaimed baggage.

I am advised by Mr. Jordan, General Baggage Agent, that your trunk is in his storeroom under charge for storage since October 6th of last year, at a rate of ten cents per day, and if not claimed prior to September 12th it will be sold for charges. If you can satisfactorily explain to Mr. Jordan your failure to claim the baggage at the time of its delivery at Kansas City, it is to be supposed he will remove charges and forward the trunk to you. (133)

Yours truly.

(358)

Dear Sir:

I will examine the cases referred to by you and go over the papers you sent me tomorrow, and I hope to be able to get some clearer comprehension of the situation by that time.

I regret exceedingly that I cannot be with you next Monday, but we have a will case that will be called for trial on that day, in which I represent the propounders, and in which an estate of $75,000 is involved. The case has been postponed heretofore, and the chances are that the court will not grant any further indulgence. I feel that I cannot afford to leave the case, but I will be in a position to discuss the matter with you over the telephone. (127)

Yours truly.

(359)

Dear Sir:.

During an interview with Mr. Barnes yesterday, I carefully examined a plan of their proposed work, prepared by Mr. Dent. In this plan he fails to show the location of the work at the annex; and, as the plan is a blue print, it is impossible to determine what pipes are in at present and what are to go in. Mr. Barnes gave me a letter to Mr. Dent in order that I might secure this information, but, owing to the latter's absence from the city, I could not get it. I write to ask if you will kindly mail me, care of our St. Louis office, a plan or blue print of the annex, showing the old and new work, in order that I may see on what we will have to figure.

A prompt reply will greatly oblige (147)

Yours very truly.

(360)

Dear Sir:

Enclosed please find inspection slips of annual risks at Bowling Green, Ind. We have here a remarkably clean business, and agent assures me he considers our Company No. 1 in his agency; consequently, I think we stand a very good chance of increasing the coming year.

I find only one outside risk and that is on a frame lime kiln building situated in the country. The lime kilns in this section are very different from those about Sandusky upon which we authorize small lines, and, in fact, not as desirable. Therefore, I have instructed agents to drop policy No. 1182 at expiration. This will leave this agency in very good shape for some time. (119)

Yours truly,

LESSON 64

288. Word practice.—

Advantage correspondence Batesville accordance memorandum Liverpool disappointed Carolinas originating acknowledgment difference defective satisfaction respective indications majority trembling satisfactorily continually manufacturing soliciting opportunity accomplished efficiency photograph retouching

289. Letter exercise.—Write each letter seven times.

(361)

Gentlemen:

We have your favor of the 11th inst., and will collect about $20.00 on the two bales. We would like for you to dispose of the two bales to the best advantage.

The writer is up here for a few hours today attending to what correspondence there is, and will return to Batesville, but will be back here Saturday and Sunday.

Nothing new to report, except our Atlanta office advised us this morning that some sales are being made for September shipment Group A at 50 on September. This looks entirely too low for us; think cotton should be worth at least 65 or 70 on. (110)

Yours truly.

(362)

Gentlemen:

We have your favor of the 28th inst., and thank you for the basis list. We are awaiting the close of the market before making same up and will issue same in accordance with the values mentioned on your memorandum.

The writer was rather pleased to see Liverpool this morning, but was disappointed at the way the market acted all day. We look for a very high condition on the report that will be issued Monday. It will be well to watch the market and should it decline any, hedge the sale we made yesterday to the Carolinas. (101)

Yours truly.

(363)

Gentlemen:

In reply to yours of the 1st inst. will say I took the matter up with the agent of the Y. & M. Railway here and he advised me that you would either have to return the original ladings to this office and have same read as originating at Jackson, Miss., making you the rate as per their tariff, or that you could file claim for the difference in rate and attach the enclosed expense bills to your claim.

If you do not care to handle the claim and will return us the expense bills, we will be glad to attend to same for you. (109)

Yours very truly.

(364)

Gentlemen:

Replying to your favor of the 25th inst., beg to state that I have handled your farm wagons for the past twenty-three years, one to three cars per year, and I don't remember ever having been called upon to pay a repair bill or replace a defective part. This, I believe, is pretty good evidence that they have given the trade satisfaction.

For the past several years I have observed other makes of wagons very closely, and I honestly believe yours lead them all, the respective sizes being larger, heavier and better ironed than similar sizes of a majority of other makes. (105)

Yours truly.

(365)

Dear Sir:

Your letter of the 29th is to hand, and in reply beg to say that while in Boston I took up the matter of the defective girder for the No. 89 foot span, with my inspector, Mr. Havens, and instructed him to allow the use of the old cover and web plates, provided they were straightened while hot; also to use new chord angles. If my instructions have not been carried out, notify me at once, and I will come down immediately and pass upon it. I should much prefer that all such matters be reported to Mr. Havens, and if in the future such things arise, be good enough to call his attention to it, and everything will be set in order at once.

Trusting everything will run along smoothly now, I remain

Yours truly. (137)

(366)

Gentlemen:

We have nothing new and none of your favors to reply to. The

writer will be in Atlanta tomorrow and on his return will give you full results of his visit.

The outlook for business the coming year is better than it has been the past two years, as from all indications we will have a good sized crop on a $10.00 to $12.00 lower basis than we have been working on, which would mean a reduction in carrying charges. This, together with the extra outlets which we have, should make prospects for next year's business very bright. (103)

Yours truly.

(367)

Gentlemen:

Replying to your letter of the 25th inst., asking us to give you a candid statement of your wagons, beg to say that our faith in them is best shown by our works.

Your records will show that you have shipped us from one hundred to one hundred and fifty wagons annually for the past eight to ten years, and we have just received your acknowledgment of our order of the 22nd inst. for an additional one hundred wagons. Our experience with your goods has been very satisfactory. A dealer can put his guarantee behind them without fear or trembling. (104)

Very truly yours.

(368)

Gentlemen:

I arrived here this morning, and when I went to the office I found Mr. Ross there in conference with Mr. Baker about his elevator, which was disabled. I went to the building and soon had it running again. I shall get it in such shape today that it can be handled satisfactorily, but there will have to be some changes made in order that the operator will be able to center the rheostat. I shall give such directions for the necessary work to be done as will insure this centering by the operator at all times. The elevator is under perfect control as to speed and power, but there are a great many crude features about it which will probably give trouble continually. (127)

Yours truly.

(369)

Dear Sirs:

Along the latter part of October we wrote you soliciting opportunity for the writer, who then expected to be in your city, to call

on you and give you a brief outline of what we have accomplished in increasing the efficiency of direct and indirect labor, salesmen manufacturing equipment, and in reducing costs.

At that time you were good enough to write us that, as you were pretty busy, you would prefer if we waited until after January. I expect to be along your way the latter part of the month or early in February, and will make my little visit at that time, if you have no objections. (114)

Yours very truly.

(370)

Gentlemen:

Replying to your letter of the 13th inst., we beg to acknowledge receipt of the photograph of cane wagon.

To retouch this photograph to give you a first class job, and then make halftone the same size as photograph, would be worth $20.00 for the complete job, including retouching and plate. If you want a halftone made larger than the photograph, then it would be necessary to enlarge the photograph, which means retouching. This would probably bring the cost up to about $25.00.

Trusting we may have your instructions to proceed with the work, we are (101)

Yours very truly,

LESSON 65

290. Word practice.—

Ashtabula courtesy intimation finishing completion suggested communicate representative particularly inconvenient Garvey Columbus consideration Galion inspector agency mercantile stationery quality excellent vicinity royalty accuracy necessities exchanges patronage soliciting

291. Letter exercise.—Write each letter seven times.

(371)

Dear Sir:

Please accept my thanks for your favor of the 19th inst., enclosing data for proofs of loss in K. B. Co. case, Ashtabula Agency.

I feel grateful for the courtesy shown me in the matter, and

would have been very glad indeed if you could have found time to have completed our proofs and enclosed me a bill for your services in the matter. Your letter was the first intimation I had of the loss, because of absence from the city. Before finishing the mail, however, I found a letter from the company advising me of it.

I have just made up proofs as far as possible, and will mail them to agents this evening for completion. (122)

Yours very truly.

(372)

Dear Sir:

Your letter of the 6th inst. was duly received, and I have not written Mr. Barry as you suggested, for the reason that some matters have come to my knowledge that cause me to doubt the propriety, or, at least, the safety of doing so. I hope, however, to be able to communicate with him in another way that will answer the purpose better than what you suggest.

Representative Forman was here Saturday, and I made him the bearer of a message to Mr. Kemp, whom I know very well. I do not know whether I can be of assistance to you or not, but you may be sure I shall do all I can with propriety.

Believe me (123)

Sincerely yours.

(373)

Dear Sir:

Reached Columbus yesterday evening, and upon arrival found a telegram from Mr. Russell, requesting me to start for Cincinnati in order to confer with Mr. Gaff in regard to the counties of which he is soon to take charge. Mr. Gaff met me kindly, and inquired particularly about you and the outcome of the Cleveland deal. He intimated that he would like to meet you in Cincinnati on Monday next, and asked me to write you to this effect, and to request you to be on hand at the time. I trust it will be convenient for you to come, as it certainly looks promising for us both; so I would suggest that you put aside all other matters for the time and come at all hazards. (132)

Yours very truly.

(374)

Gentlemen:

Your letter of the 10th duly received and contents noted.

The machine came to hand several days ago, and in good shape.

As well as we can understand, the way bill reached Owensboro about the 3rd of this month, the goods, however, checking short.

It is our intention to send you a check tomorrow, and we will deduct the cash discount. We hope, in view of the delay in the machine reaching us and the trouble that was caused by not having it here on time will be given consideration, and the discount will be allowed. (99)

Yours truly.

(375)

Gentlemen:

Telegram just received, and we will rush the order through so that you will probably get the machine next week.

As I told you in my letter of yesterday, when the machine comes, if you find you need any assistance to get it started, let me know at once and I will either send or come at once. The machine is so simple that I do not believe you will need any assistance, but even if you do not need me I will be in to see you probably before the first of the year.

Thanking you for the order, and trusting you will not fail to call on me at any time I can be of the least assistance to you in any way, I am (131)

Yours very truly.

(376)

Gentlemen:

Your favor of the 8th inst., enclosing bond of Agent Garvey, Galion, Ohio, duly to hand. A few days ago we mailed you check for balance due from Agent Garvey, and advised you that agency had been closed. We hereby return the bond for your files. When Inspector Wass closed this agency the supplies were expressed to our office in Cincinnati by mistake, and we have this day re-expressed them to your office. Will you kindly check up the policy and advise us if the amount collected covers the full balance from this agency.

Kindly let us hear from you at an early date, and oblige (110)

Yours truly.

(377)

Gentlemen:

It has come to our notice through repeated calls from the trade that the mercantile business houses were demanding something better than is ordinarily used in office stationery. We have, therefore, con-

cluded to put new papers on the market, one a linen bound paper of superior quality and strength, and if you want something above the regular quality, we would advise using this paper. The other brand is also of excellent quality and will please all. We enclose samples of both and ask you to examine them carefully, and when in need of anything in this line, it can be found at all printing offices and stationery houses in this city and vicinity at a reasonable cost. (120)

Yours respectfully.

(378)

Gentlemen:

We have filed our claim No. 2113 against the Railway Company for the damage to the sewing machine which we shipped you on November 13th, and which you have returned.

Will ask that you kindly endeavor to locate the original bill of lading covering shipment returned, and if you are unable to find the original, have the agent furnish you with a duplicate. Upon receipt of this paper we will render you a credit memorandum covering the value of the machine.

We regret very much that this sewing machine reached you in a damaged condition, and we will be pleased to ship another one to you at once if you desire us to do so.

Awaiting your advice, we are (125)

Yours very truly.

(379)

Dear Sir:

Your favor of the 8th inst. at hand. In response we send you check for $400, which please acknowledge.

We will go over your account next month, when we hope to find that we are still in your debt for a good round sum. We send you this at a guess, as we are so pressed with work pending the holidays that we cannot take account of stock, which is the only way in which we can determine the royalty account with accuracy.

Hoping the enclosed will meet your present necessities, we remain

Yours very truly. (100)

(380)

Gentlemen:

Your favor of the 16th inst., ordering supplies for your schools, at hand. Books go forward by express today, prepaid, as per enclosed bill. We bill all the books at introduction prices, but will give you proper

credit for all exchanges on receipt of your report after the introduction is completed. Hold all old books taken in exchange until then, and we will instruct you what disposition to make of them.

Thanking you for your patronage and soliciting your further favors, we remain (87)

Yours very respectfully.

LESSON 66

292. Word practice.—

Correspondence maintained tendency satisfactory advertising Frankfort Journal acceptable publication convenient Olivet especially territory plumbing connection established suggestion situation attachment judgment transmitted maintenance electric electrical railway company reconstructing consistently circumstances distinctive organization numerous Jonathan admirably lithographing signatures specimen authorize accordingly triplicate mutually present Buchanan electroplating nickel references supporting liberality

293. Letter exercise.—Write each letter seven times.

(381)

Gentlemen:

Your esteemed favor of the 5th inst. was received this morning. The prices you mention are lower than we have heard of or quoted since the first of the year, but we shall be pleased to submit your correspondence to the mill, and will advise you promptly in a few days. The advance in nails is being firmly maintained, and we look for the largest fall trade ever known in the history of the business. This will have a strong tendency to carry prices up with a rush.

I sincerely hope that I may be able to arrange terms satisfactory to you. (104)

Yours.

(382)

Gentlemen:

We are in the field for exchange advertising, and would be glad to

exchange one-half page in the Frankfort Journal for an equal amount in your paper for six months; it being mutually agreed that only entirely acceptable matter shall be offered for publication. If you care to exchange with us on these terms will you kindly advise us as early as convenient, that there may be no failure in having you represented in our August issue.

Thanking you in advance, we are (88)

Very truly yours.

(383)

Gentlemen:

We sent you a letter recently regarding our "Olivet" dryer.

We wish you would give us an order for this article, as we know it is par excellent as a dryer. It is very strong, it will not curdle paint, and you use about one-quarter to one-half the amount of this article that you would use of regular Japan, so it is economy and a good thing for the paint. It is especially adapted for dipping or brush. We will ship you a barrel of this on approval if you so desire.

We are pleased to quote "Olivet" dryer at 65c per gallon, in not less than barrel lots, F. O. B. Chicago; terms, four months, or 5% discount for cash in 15 days, or we will make delivery if you contract with us for the season of 1912. We are certain you will not regret trying this dryer.

Hoping to hear from you at an early date, we remain (168)

Yours truly.

(384)

Gentlemen:

Your favor of the 24th addressed to Crane Co., St. Louis, has been referred to us for attention, you being in the territory handled by this branch.

We note you wish catalog and prices on plumbing supplies, and in connection with same, wish to state that we do not retail plumbing material and sell only to plumbers established in the business.

There are quite a number of plumbers in your city, all of whom have our general catalog and are in position to quote you on material shown therein.

We trust you can make arrangements through them to secure the material that you require, and are (109)

Yours truly.

(385)

Dear Sir:

On receipt of your letter of the 4th, we promptly wired you this morning as follows:

"Your letter fourth. Accept your suggestion as to outfit needed. Include number one desk but don't ship adding attachment. Ship quickly as possible."

Which we now confirm. In other words, you seem to have sized up the situation as regards the machine needed here to write up the forms we sent you. We were willing to risk your judgment in the matter, and order the second outfit mentioned in your list of complete outfits.

We noted especially your saying that, if we would wire you, you would probably be able to get the machine to us next week. Inasmuch as we promptly handled the matter by wire, we hope you have already transmitted our order, and that the machine can reach us within the expected time. (146)

Yours truly.

(386)

Gentlemen:

We have recently entered the field here for the handling of the material and supplies necessary in the maintenance and construction of electric street railways and electrical plants in general. We desire to know if there is anything in your line for which you could give us the agency or allow us to represent you as selling agents, paying us a fair commission for our labors.

Our Mr. Walton was connected with the C. N. & C. Street Railway Company while they were constructing twenty miles of new electric line and reconstructing thirty miles of old horse car line, together with the necessary power plant, etc.

We would be glad to hear from you, after giving our letter all the consideration you can consistently. (126)

Respectfully.

(387)

Gentlemen:

H. E. Hayes & Co. want their bill dated November 1st. They claim that other houses offer them better terms than we do. They bought a small bill from H. & G. which was dated December 1st. They also placed an order with B. D. & Co., and bill was dated January 1st. I told them we could not allow such terms, in consideration of the low

prices made them, and they were opposed to allowing any other dating than October 1st. Mr. Hayes, on the other hand, told me I could either date their bills ahead or they would never give me another chance to do so. Under these circumstances I marked their copy of the order November 1st, which satisfied him, but still he thought we ought to allow the same terms as the other houses.

Trusting you will give this matter favorable consideration, I am

Very truly yours. (152)

(388)

Gentlemen:

We are wondering whether your order for stationery has already been placed. If not, we would be very anxious to have you specify and insist upon Brother Jonathan Bond. This is a distinctive bond paper of the highest quality, yet sold at a reasonable price.

We are in position to offer in Brother Jonathan Bond the highest quality at the lowest price on account of our modern mill equipment and perfect selling organization, including numerous branch houses throughout the country.

Brother Jonathan Bond is admirably adapted to the exacting process of lithographing. We sincerely hope you will specify and insist upon Brother Jonathan Bond when placing an order for letter heads. You will be thoroughly pleased with the result.

Awaiting the pleasure of a reply, we remain (139)

Yours very truly.

(389)

Dear Sir:

We beg to acknowledge receipt this morning of your esteemed favor of the 6th instant, in which you enclose for deposit to the credit of your company upon our books New York draft amounting to $5000.00, together with card and slip, upon which you had duly executed specimen signatures of those authorized to sign in connection with your account thus opened with us.

We have carefully noted the last paragraph of your letter, which treats of your requirements in the way of signatures upon such checks as we may be called upon to honor, and we shall be governed accordingly. Inasmuch as we carry our signatures in triplicate, we beg to enclose herewith an additional card upon which we should be pleased to have you furnish us another set of specimen signatures, which kindly return to us at your earliest convenience.

It gives us pleasure to know that you have joined our banking

family and we sincerely hope that our relations together may be mutually pleasant, profitable and of long standing. (179)

Very truly yours.

(390)

Gentlemen:

You were going to include in our shipment of nickel plating supplies a book of instructions. Your Mr. Buchanan advised the writer the name of this book. This has not been received. Would you be kind enough to have it sent immediately?

The writer also spoke to Mr. Buchanan in regard to putting us in touch with a high grade man to take charge of our electro-plating department, as soon as we are ready for him. We would be glad to have you mention this to such men as you know, and have them write us making application for this position, stating their full experience and references, also salary at which they would be willing to commence work. We want such a man as would be able to take complete charge of this department of our plating work.

With reference to repairing the rods supporting the anodes in our tank, wish to advise that this did not take very much time and we shall not render a bill therefor.

Thanking you for your liberality, we are (180)

Yours truly.

LESSON 67

294. Word practice.—

Herschede apparatus schedule inability regretting convenient Julian accumulation accustomed recovering illustrated saddlery necessarily southern campaign prosperous sentiment creating circulation agricultural salesmanship co-operation routing effective appreciative opinion relations fulfilled headquarters relatively dimensions appearance photograph separator regulating valve cyclopedia opportunity subscribers circular inducement margins description advantage vehicles attention distinguished character stability refinement satisfied associate luxury

durability subsequent explanation antedate designated
suggestion criticism deficient transaction effective
examination prejudicial institution character

295. Letter exercise.—Write each letter seven times.

(391)

Dear Madam:

We have just wired you in reply to your special delivery letter, addressed attention of the writer, which we now desire to confirm—"Answering letter don't send car tomorrow. Letter explaining." Owing to the large amount we have on hand at this time in our repair department it will be out of the question to accept your car for repairs at this time. The better plan is for you to at once have the car driven to the Herschede Motor Car Co. and request them to remove the steering apparatus and to send to us to be rebuilt and put in good condition or replace with new one. Our schedule for repair cars is full up to April 1st, so that we could not take in your car for work until that time.

Regretting our inability to take care of the car at this time, beg to remain (153)

Very truly yours.

(392)

Dear Sir:

Your kind favor of the 9th, enclosing Bond and Note, is received, for which please accept thanks.

Can you arrange for me a meeting with your agents at Julian, or some other point convenient for all parties, for January 8th and 9th? If we are to meet at Julian I would leave here on the afternoon of January 7th, and would remain with you the 8th and 9th. You understand how fully my time is occupied, and at this time of the year three days from the office results in an accumulation of business that means extra work at night, and occasions delays to our policy-holders and agents.

Please advise by return mail or by wire whether or not the dates I have named are agreeable to you. I should like, if possible, to meet all of you during my visit.

Trusting that you are recovering your accustomed health, I am

Yours. (155)

(393)

Gentlemen:

By same mail I send you our illustrated catalog of saddlery hard-

ware. I have gone through the book and marked net prices and discounts on all goods that I think you would be most likely to use. For any article not so marked please refer to discount sheet in the front part of catalog.

I expected to be in Texas about this time, but have been greatly delayed owing to a long spell of sickness, which must necessarily postpone my trip to your part of the country until the first of the year.

I shall be much pleased if you will mail an order to me, care of the house, and shall appreciate such a favor greatly. (121)

Yours very truly.

(394)

Gentlemen:

I believe your delay in planning an advertising campaign must be due largely to your desire to learn of the crop conditions throughout the south. It is now an assured fact that the southern farmers have had a prosperous year with their cotton yields.

We believe you will see the importance of creating a sentiment with them in favor of your wagons. In many campaigns of advertising, we have seen campaigns pay when not more than one out of ten could be a possible buyer of the advertised goods. But in advertising wagons, which every farmer uses, you have 100% good circulation by using the agricultural papers.

By using good, strong copy, with salesmanship infused into it, it is not a question of how much money you are spending, but how many orders you can buy at so much apiece. Also, your efforts to create business for the dealer will not be forgotten by him. The co-operation which you extend will rebound, by enthusing your dealer.

If you undertake an advertising campaign this fall, as we believe you intend to do, we pledge our best efforts. (207)

Yours very truly.

(395)

Dear Sir:

I had quite a satisfactory talk with the L. & N. people the other day in Louisville, and I think we will be able to effect better arrangements with them than we had last year, and there will be no difficulty in routing the shipments over that road east by way of the Bee Line.

I was advised by Mr. Free's office yesterday that the traffic to Baltimore points had been arranged by way of the Big Four and Cincinnati, to become effective December 30th. The rates quoted are the same as those in the B. & O. Tariff sheet, and if you can arrange to route any

export shipments via Cincinnati, you will find them very appreciative. I am rather of the opinion that we can arrange a contract with the Pittsburgh line. Mr. Free's relations with this road are very close, and I have a partial promise from him on this matter, and will remain here until said promise is fulfilled. Will notify you of the progress made in a day or so.

Kindly forward any and all mail for me to my headquarters in this city, where I shall probably have to remain for a week at least. (205)

Yours truly.

(396)

Gentlemen:

In answer to your letter of January 4th, with reference to our air pumps, would state that in our previous letter we quoted you only on the pumps we had in stock.

The No. 2-L pump is much the same as the other pumps except that it has a relatively wider rotor and somewhat different ports. Outlet and inlet ports are arranged on both sides of the rotor with inlet and outlet pipes on opposite sides of the pump body. We are sending under separate cover blue print and photograph giving dimensions and general appearance. The bi-pass shown in the blue print is not furnished with the pump.

This separator is connected with outlet flange. The separator contains ball-float regulating valve which works similar to a steam trap, allowing the water to escape without leakage of air.

In regard to the No. 4 pump, we can probably make shipment inside of two months from receipt of order. (163)

Yours truly.

(397)

Dear Sir:

Never before have you had the opportunity of getting in one volume information that you daily require in connection with your business.

The enclosed circular describes "The Handy Cyclopedia of Business," the 200 page business book which we will send you for introductory price of $1.00.

I want to number you among the subscribers, and it is for this reason I am prompted to make this special inducement to you.

You need the book in your everyday business life and especially so now when business is conducted on such close margins.

Won't you read the enclosed circular which gives a fair description of this valuable book and take advantage of special offer coupon on the last page? (123)

Respectfully yours.

(398)

Gentlemen:

Why is it that in every city there are just a few vehicles that attract attention when the owner drives by? Well, it is because it is a better and finer finished job than most people are in the habit of buying. The higher grade vehicles have a distinguished look, and you do not have to be told that it is a good job; you know it just as easy as the boy knew his mother.

Character, stability and refinement stand out just as plainly in a vehicle as they do in the human face, and you feel better satisfied with yourself when riding in a high class buggy, just as you feel better satisfied with yourself when you associate with high class people. Then it is a luxury which costs nothing, as the few extra dollars spent at the time of purchase are more than offset by the durability of the goods and saving on repairs.

Put our line in stock and make friends of your customers. (171)

Yours truly.

(399)

Dear Sir:

We note what you say in your favor of the 17th regarding the credit made to your account, and your explanation of the purpose for which you desired it. It is proper to say to you that it would not be practical for us to antedate a credit of this kind. We could not, if we desired, change our daily balances to and including the date designated by you. The best we could do would be simply to state the balance of your account as it appeared on our books at any given date, concerning which inquiry might be made.

We venture to make the suggestion to you that it is in every way better to meet squarely any criticism attaching to a deficient reserve than to endeavor to mend it by a subsequent transaction, which, to be effective, would need to be antedated. Any examination into such a transaction could not fail to be prejudicial to the institution desiring to benefit by it. (169)

Yours very truly.

(400)

Gentlemen:

You will receive an order from Sloane & Co. for 150 sets of Sarven Wheels. They do not want them to be as good as the regular D wheel, but something between D and E. You would oblige me very much if you would see that these wheels are what they ought to be for the grade and that they are smooth and well made, as we have yet to furnish something like a thousand or more sets to Sloane & Co. on their old contract, and we desire to make these wheels at Jackson, if possible. The character of these will determine whether they will take from Jackson or not. This order is a sample of what they are to be. I think you said you had some of the stock there to make them, and I know if you will look after them they will be satisfactory.

I send you the above information about these wheels in addition to anything you may get from Chicago, for I probably know better what they will take than anyone else. (185)

Yours very truly,

LESSON 68

296. Word practice.—

Scholars protecting advantage commissioners Kentucky auditing operated necessity communication confidently consolidation dependent unavoidable indulge unquestionably liquidation premiums conspicuous magnitude deliveries perfectly satisfactory individual punching DeWitt versatile calculating investigation descriptive argument representative implement enamels particularly manufacturers machinery description brilliant variety universal intelligently conclusion unprofitable Washington immediately affixing employees permission accordingly

297. Letter exercise.—Write each letter seven times.

(401)

Dear Sirs:

The chances are that you are supplied for the present with some device for the scholars to use for protecting books, blanks, etc., between home and the school, else we think we would have heard from

you before this in response to our letter, or it may be that you cannot just see the advantage of your scholars keeping their papers in our wallets.

Considering the number of colleges we are selling, we cannot help feeling that we should at least have your request for sample of our durable wallets.

Do you not think it would be a good plan to send to us for same that you may have it before you, so that when you are in the market for something of this sort we will have your further inquiries?

While the matter is fresh in your mind, would it do any harm to drop us a line on the subject? (158)

Yours very truly.

(402)

Dear Sir:

Your notices in regard to reports to the Railroad Commissioners of Kentucky, sent to the several companies operated by the C. & O., have been referred to me. I have promptly forwarded them to the auditing department of the company, urging the necessity of giving the matter immediate attention. The department advises me that it is now in communication with you, that it is busily engaged in getting up these reports, and that it confidently expects to have them ready in about two weeks. The auditor has had a force at work on them for some time, but owing to the consolidation of the accounts of these dependent properties with the C. & O. proper, the delay has been unavoidable.

I trust you will indulge us in the matter for about two weeks more, and regret very much that we have not been able to get our reports in promptly on the day required by law. (161)

Yours very truly.

(403)

Dear Sir:

Your kind favor of the 20th, with enclosures as stated, came duly to hand.

I reported your business in full to the company, and in order to do this it became necessary to make a salary charge of $150, which will unquestionably be allowed. I will prepare for you at my earliest convenience a statement of your account.

We report Mr. Matthews' policy, and others to which you refer, the premiums upon which, as they fall due, can be applied toward the liquidation of the claim against you.

Kindly crowd new business with all the power at your command during the remaining days of the year, and use every effort to have the month of January conspicuous by reason of the magnitude of the business from your town. (135)

Yours truly.

(404)

Gentlemen:

We are mailing you under separate cover all proofs covering your valued order. We have not sent you a proof on the ruled sheet as it will not be necessary.

We will await your prompt return of the proofs when we will give these orders our very best attention, making complete deliveries the last of next week. We hope the proofs will be satisfactory and will promise you good, clean work on each order.

Any other orders you may wish figures on we will gladly furnish, and we hope that this work will reach you in good time and that it will be perfectly satisfactory.

Yours very truly.

P. S.—Will you kindly make notations on each individual copy, stating whether or not sheets are to be in pads, and if so, the number of sheets in each pad? Please state also if any punching is required. (148)

(405)

Gentlemen:

We have your esteemed favor of the 12th inst. with order No. 22240, and contents carefully noted. We thank you for sending us this order and are glad to know that the drill tested out satisfactorily.

We have sent the Central Tool Co. a copy of your letter and have cautioned them to be careful to get the drills as good as the samples in all respects. You may depend upon it that they will give the matter careful attention.

We appreciate your kindness in having these tests made and feel sure that you will find the Central drills O. K. and equal to any on the market, and in the long run will give you as good, if not better, service than any other make. (133)

Yours very truly.

(406)

Gentlemen:

If you are not already convinced that the DeWitt is by all odds the simplest, fastest, most practical and versatile adding, listing and

calculating machine in all the world, it is probably because you have not pushed your investigation far enough. The descriptive catalog and other data herewith enclosed are intended to aid you in furthering this investigation.

This booklet contains our argument, brief and summary. If the statements therein are true, we are entitled to, and ought to receive, your order. If they are not true, neither we nor the machine that we manufacture and sell are entitled to further consideration.

Talk is cheap. The real proof of the pudding is in the eating thereof, and we ask that you put our representative who placed the machine with you, as well as the machine itself to the test. They will both make good.

We need the business; you need the DeWitt. We hope soon to have you with us. (163)

Yours sincerely.

(407)

Gentlemen:

Our One Cost Implement Enamels, a color card of which we enclose, are particularly adapted to manufacturers of machinery and implements of all descriptions, where a durable enamel finish is required. They dry in eight to ten hours with a hard, durable and brilliant gloss finish and cover well with one coat.

You will note on Color Card a variety of shades suitable for machinery painting, and when necessary, we can make up goods to match any shade you may require. These enamels have given such universal satisfaction that we are quite sure you will be interested. We would be pleased to take up the matter with you and would like to send you samples to try out, if you will advise us the shade of the goods you are using at the present time. Please advise us if you brush or dip your work so that we may intelligently send you samples that will give you best results.

Awaiting your further commands, we are (168)

Yours truly.

(408)

Dear Sir:

I arrived here this morning, and shall go from here to Washington this evening and be in New York Tuesday morning early.

I will be glad if you will talk over the Grant matter with A. C. Rust and come to a conclusion immediately as to what you think the wisest course to pursue, and let me know, so that I may not be making any unprofitable moves.

Sorry not to have seen Mr. Crane myself last evening. At my hotel I found a telephone call, but I did not have time to attend to it before leaving. Probably that call was from him. Please keep me advised.

You had better send me a list of the tools which you decide upon buying, affixing the prices which you have to pay, and let me see if I can not shade these prices ten per cent. (149)

Yours truly.

(409)

Gentlemen:

We hand you herewith statements of round and square bale accounts, showing balance due us on the square bale account of $319.05, and on the round bale account $69.82.

On the round bale account, which we made about two weeks ago, we drew with this statement attached to draft, which comes back to us with the notation from your bank "Unable to present," which to us seems puzzling. We have been looking for you, as per your long distance telephone message, to come to New Orleans, as we are anxious to go over this cotton account in every detail with you.

You will note on your square bale account we have added 90 days interest, to which we are entitled, but will be willing to waive, if you will mail us your check promptly.

Please let us hear from you at once. (153)

Yours very truly.

(410)

TO ALL EMPLOYEES:

The writer's attention has been called to the fact that some of our employees have been inviting friends to visit and go through our factory from time to time, and in some cases on Sundays and holidays.

We shall always be glad to arrange for visitors to go through the factory, but in order to properly handle this, it will be necessary for all visitors, whether they are friends of employees or not, to have permission from the office. This, of course, will apply to visits made during working days and working hours.

We do not consider it advisable to have visitors go through the factory on Sundays or Holidays, and from now on this cannot be permitted except upon special permission from an executive officer. Please be governed accordingly. (135)

Yours truly.

LESSON 69

298. Word practice.—

Distinctive publication accompanying Encyclopedia Britannica originally machinery accordingly diameter disposition Winslow bearish statistical miserable Boston signatures documents exchange carelessness transactions inclusive advantage continue belonging messages investigate inconvenience promptness

299. Letter exercise.—Write each letter seven times.

(411)

Dear Sir:

We beg to enclose a short circular giving a detailed description of the publication of the forthcoming Index volume in a special and distinctive form. The special form has been designed in accordance with the express wishes of a number of our subscribers, and it will, we feel strongly, be very welcome to those who wish the Index volume to take the most practical and useful shape. At the same time, copies of the Index volume, uniform with the rest, will be available for those who prefer them.

We would ask you, therefore, to read the accompanying circular carefully, and kindly to express your choice on the enclosed stamped and addressed card. Your decision, whatever it is, will not make any difference in cost, as the Index volume, in all shapes, is included in the general price at which the Encyclopedia Britannica was originally sold to you. (151)

Yours truly.

(412)

Gentlemen:

We beg to advise that the inquiry at the New Machinery Works is now alive and ready for disposal. They want the grind mill from 3/32″ to 1¼″ both right and left hand on a double end machine, one end being rigged for left hand and the other for right hand with overhead counter shaft.

Please advise if you would recommend your 1¼″ machine or your 2¼″ machine for this double end service, and quote accordingly complete.

They also want your No. 1 surface grinder with a drill pointing wheel in the rear but without drill holding fixture. On the surface grinding end of the spindle they want a cup wheel of a standard size about 7″

diameter with a grinding surface about 5/16″ across. They will mount a holder on the slide and use this wheel for grinding this forming tool.

Please reply promptly, and oblige (165)

Yours very truly.

(413)

Gentlemen:

We received from you sometime since a spring winding machine, and while your Mr. Winslow was here on his recent visit I pointed out to him the fact that this machine was received by us with some of its parts broken. This was noticed immediately upon taking same out of car and the machine was never uncrated. We are awaiting your instructions regarding disposition of this machine.

We also have the shaper which we are to return to you crated, and will send same upon receiving answer to this letter.

We have also taken the liberty to uncrate the Knight Miller, and are awaiting instructions on this machine.

Kindly let us have instructions relative to the disposition of these three machines at once, and we will give same our immediate attention.

Yours truly. (134)

(414)

Dear Brother:

You write me every day for my opinion of the market, and in order to satisfy you, I sent you a wire this morning. There are too many shorts in the market, and on this ground it may go up. Everybody feels bearish, but if they put cotton back around fifteen cents there will be a great deal of it sent to New York for delivery on contract. Everyone is bound to admit that the statistical position of cotton is as strong as poison, but, unless the spinners buy it, I do not see how they can put it up with the statistical position. Trade in this country is something miserable, and when a mill buys 50 or 100 bales that is in the habit of buying 500 bales, it gives me a case of the jim-jams.

I expect to have the honor of being on the jury next week unless I get a very good certificate from the doctor, which I am now trying to do. It seems like all of my honors come at one time.

Love to all. (188)

Your brother.

(415)

Gentlemen:

Your favor of the 18th inst. at hand. We have received samples of the 46 bales and have sent same east to see what can be done.

You asked us over the wire what strict middling landed Boston points is worth for September, sailing by the first, and also sailing by the middle of September. We did not reply to that, because your ideas should be about as good as ours. September sailing, I should think, ought to be worth at least 100 on September.

We have not sold any tinges 1⅛ to 3/16 except low cotton and it is very hard for us to know what it is worth—we take most any offer we can get, as we want to wind up our stock for the season.

With best wishes we are (142)

Yours very truly.

(416)

Gentlemen:

Enclosed herein find blank drafts, invoice and weight sheets as per your telegram of even date. We think it would be a bad idea to send you drafts signed in blank, thereby having two different signatures on the documents, that is, bills lading being signed or indorsed one way, and the draft another way. We thought it best to send you the blank draft and let you sign it in the same manner as the bills of lading are endorsed.

We are still of the opinion that the better way to have handled it would have been as written you the other day—for you to draw on us and then let us invoice the cotton and draw for same from here as though we had made the shipment ourselves. There would have been a little charge of exchange to pay, but we think that even with this charge it would have been better to have handled the matter in that manner. (166)

Yours very truly.

(417)

Gentlemen:

We are in receipt of your favor of the 26th with which you return common stock certificate No. 151, and take notice of confusion caused as a result of our failure to explain more fully the transactions referred to in our letters of December 22nd and 23rd.

We are returning the certificate mentioned above and call your attention to the fact that it now shows a witness to the signature of Mr. Field.

We are enclosing also a memorandum that will serve to show the detail of the various transfers of common stock from December 22nd to December 26th inclusive. The three shares issued to Mr. W. B.

Brown on certificate No. 243 were made up of the one remaining share on No. 219 and two shares taken from No. 151.

Regretting very much the trouble that was caused as a result of our carelessness in this matter, we beg to remain (163)

Yours very truly.

(418)

Gentlemen:

We have your favor of May 30th, and contents noted. We sold for your account today in New York 100 July's at 15.73, which please note and enter in your records accordingly.

We also note what you write regarding your overs on hand and trust you will soon be able to dispose of these cottons to good advantage.

Don't suppose you have made any sales today, as we have heard nothing from you, but hope you will be able to sell the Liverpool middling, 200 bales of which you have on hand, in the next few days at a good price.

The market is quite steady today and has made a steady advance, but we hardly know the cause for this rise at the moment.

Continue to keep us posted as to what you are doing daily, and also please be sure to let us know by mail tomorrow, without fail, what disposition you made of the 200 bales belonging to Smith & Martin.

Yours truly. (171)

(419)

Gentlemen:

We are in receipt of your two telegrams of yesterday and today, as well as your letter of the 24th inst., and note that you will be unable to make delivery of the one hundred sets of bevel gears in less than three weeks from date of order. We are in urgent need of these gears and may not be able to wait this long for delivery, in which event we will have to make them ourselves. If we can wait this long, however, will advise you in the next day or two.

We note both of your telegrams were sent collect, and we fear the telegraph company may be charging twice on these telegrams. Will appreciate your advising us if it is your custom to send messages in answer to inquiries for prospective business collect. (140)

Yours truly.

(420)

Gentlemen:

As yet we have not received the shipment of labels started from

your Chicago house on October 17th, and we write to ask that you kindly investigate the matter at once and see if you cannot do something to expedite delivery of this shipment.

We have no bill of lading covering these goods, and are therefore unable to trace shipment from this end. Will you be kind enough to mail us a bill of lading and at the same time start a wire tracer. If the shipment was sent to your Nashville house first, to be forwarded from there, kindly inquire if it has yet been forwarded; and if not, have them take out the two pints and half pints and forward same to us here by express, letting the balance come on by freight.

We are entirely out of these labels and do not know when we were ever put to so great an inconvenience as this delay is causing us. If you will give the matter your immediate attention it will be greatly appreciated.

Awaiting your usual promptness, we are (186)

Yours very truly.

LESSON 70

300. Word practice.—

Superintendent Syracuse proportional relationship literature efficiency bulletin sectional determining lithographers buggies specifications surries unexpectedly necessitate important positively consideration Indiana inferior Columbian eastern Shirly readiness excellent enormously disappointment difference congratulated Stenotypy shorthand Stenotype automobiles

301. Letter exercise.—Write each letter seven times.

(421)

Dear Sir:

This will introduce Mr. D. W. Wright, the superintendent of our plant, who is on a short visit east. We are having Mr. Wright stop off at Syracuse for a day in order to go through the several typewriter plants in your city.

You will probably recall the writer's visit to you about one year ago, at which time we were seeking a location. I am asking Mr.

Wright to explain to you the advantages we found at this point over Syracuse.

If you can arrange for Mr. Wright to visit the several typewriter plants in your city, the favor will be sincerely appreciated by us.

With kindest regards from the writer, we are (119)

Yours very truly.

(422)

Gentlemen:

We are pleased to acknowledge receipt of your valued order for one sample wagon given our Mr. Black on the 24th inst., which we have entered for our best attention, and, as it will be necessary for us to put this through the factory, we expect to make shipment in about ten days to two weeks. We trust this will be satisfactory.

We appreciate this opportunity of shipping you this sample wagon, and trust it will show up so satisfactorily that you will see your way clear to favor Mr. Black with a larger order when he next calls on you.

Every part of our wagon is guaranteed, and we claim for the "Standard" that it has no superior. It is the best proportioned, best ironed, best painted; a good seller, and the lightest running wagon on the market. Every "Standard" sold means the sale of others.

Thanking you kindly for the order, and hoping this will be the beginning of a long and pleasant business relationship between us, we remain (174)

Yours truly.

(423)

Gentlemen:

We have been requested by our Mr. K. C. Crane, who is writing us from Louisville, to immediately send you literature covering our tools. Therefore we are forwarding, under separate cover, our complete sectional catalog and our latest publication entitled "Efficiency Bulletin."

This literature contains much information of interest and value, and we hope you will have opportunity to look carefully through the same in the near future, as the information therein will no doubt be of particular value to you in determining on the proper selection of any machine tool equipment you propose to buy.

We ask that you acknowledge receipt of this literature, and remain

Yours truly. (110)

(424)

Gentlemen:

Your recent letter in reference to quantities of letter heads was in

some way misplaced and therefore did not receive immediate attention.

For 100,000 lithographed headings showing your factory and machine in six colors on first-class stock in three different weights as mentioned in your letter, we are pleased to quote you $7.50 per thousand net, F. O. B. St. Louis.

This proposition being satisfactory we will, of course, submit a finished sketch in colors for your approval.

As to quality, service and all around satisfactory results you can be assured. We are the official lithographers for the Corno Mills Co. and refer you to these good people.

Trusting to hear further from you, we are (125)

Yours very truly.

(425)

Gentlemen:

We are in receipt of your letter of the 2nd inst., and note that you desire the wagon as originally ordered and with seat, and will accordingly make shipment as soon as possible.

We are glad to note that you will have another order for us in a day or two, and assure you we will be glad to receive specifications.

Could we not interest you in a carload proposition? We will be pleased to make you attractive terms, or if interested will have our salesman call and take the matter up with you further. We believe the difference in the car and less than car rate of freight will enable you to handle our wagons to a better advantage than by ordering in local shipments.

We make a complete line of buggies, surries and spring work, and are referring your letter making inquiry on these to our buggy department, and they will write you direct concerning same.

Thanking you kindly for past trade, and awaiting your further favors, we remain (174)

Yours truly.

(426)

Dear Sir:

Enclosed you will find order from the Cincinnati Southern for station paints, which please hold until my return Monday afternoon or Tuesday morning.

The attached letter will speak for itself. I have the samples, which I will bring with me. These are the samples which I asked Mr. Snow to express to us in order that we might know what they are using.

Unexpectedly some matters have come up which may necessitate

my remaining here Monday. However, I will be at the office Tuesday morning positively, so as to spend a few days with you, as there are many points I think it important that we should discuss.

The S. B. Co. have been furnishing the bridge paint for the Southern. We will get these orders in the future. (133)

Yours truly.

(427)

Gentlemen:

We have your esteemed favor of the 13th inst., quoting bottles as recently requested, for which we thank you very kindly. In reply beg to say that we have under consideration prices from other factories, and it will be several days before we can reach a decision as to what we will require, or where we shall place the order. We simply wished to give you the opportunity to submit your prices, and will give you equal consideration. We wish to say, however, that we require standard ware, and seeing that your factory is located in Indiana we know that some very inferior bottles do come from that State. The Columbian Oval, referred to by us, is the same as the Eastern factories call Dandy. We have had samples of your Columbian Shirly flasks, and they are hardly what we require, as the style of the bottle is entirely different from what we have been using.

As mentioned above, we shall, however, give you due consideration, and if we are in position to favor you with any part of our order, will let you hear from us not later than Sept. 1st. (197)

Yours very truly.

(428)

Gentlemen:

In answer to yours of the 12th, beg to advise we have the 4's, 5's and pints in readiness, and the car containing the eight ounce flasks is on the way to us and ought to be here tomorrow. We therefore feel safe in promising shipment of the entire order within the next few days. This order you will note is a very recent one and has been given excellent attention, otherwise we should not have been able to make shipment as soon as we shall.

The enormously increased demand for skeletons is destined to continue, and we strongly urge you to place your orders just as far in advance of your needs as it is possible for you to do. We simply make this friendly suggestion in our eagerness to prevent any possible disappointment on your part. With our kindest regards, we are (148)

Yours very truly.

(429)

Gentlemen:

Referring to your statement of January 2nd, which shows a balance due you of $39.67, you will find that after crediting our account with the check sent you on the 4th inst. for $33.59 there is still a difference between us of $6.08.

This difference seems to be made up of a November balance amounting to $5.83, of which we have no record, and for which we would thank you to send us an invoice. And then there is twenty-five cents with which you should credit our account represented by cartage charged on your invoice of December 26th.

As to the November balance will say further that you begin your statement with $7.99 and note that you credit us with $2.16, leaving, as stated, the $5.83. Our check for $2.16 was of course intended to pay your bill of November 14th.

Kindly let us hear from you promptly in this connection, and oblige

Yours truly. (172)

(430)

Dear Sir:

We thank you for your kind favor of the 10th, advising that you have received and read our catalog with much interest.

We are more pleased, however, to learn from your letter that you are shaping up matters so as to start a course with us within the next few weeks. You are to be congratulated on deciding to take Stenotypy instead of shorthand, as we believe that within a short period of time all forms of shorthand will be back numbers and the Stenotype will be in general use. As soon as you have decided upon the time kindly wire us on what train you will arrive and we shall be pleased to have one of our automobiles meet you at the station.

Awaiting with pleasure your arrival at school, we beg to remain

Yours truly. (139)

LESSON 71

302 Word practice.—

Remittance necessitated memorandum transcribed confidently licensees reliable management conceivable conscientiously profitable investment expression facilities plaintiff pursuant Bartholomew & Krawinkle Greenville appearance inspector originally represented investigation assortment proportionately exceptionally cancellation impression pamphlet respectfully patronage substantial facility continuation domestic English guarantee

303. Letter exercise.—Write each letter seven times.

(431)

Gentlemen:

In reply to the enclosed note beg to advise that delay in making the remittance was your fault and not ours. You billed the goods at the wrong price which necessitated our writing you for a corrected memorandum. The very day this was received we forwarded you our check. As the mistake is on you and not us, we will ask you to accept the check and square this invoice. (72)

Yours truly.

(432)

Gentlemen:

Referring to your letter of the 26th ult., relative to our invoice of December 21st, CC-7932, we have re-issued same showing extension for each item of weight, and trust same is suitable for your requirements.

We have today written our Cleveland office concerning your requirements, since most of your invoices are rendered from that office, and trust you will have no further cause for complaint. We might state, however, this is a very unusual request and shall be pleased to comply with your instructions, but would suggest that you state this request in your original orders, which information will be transcribed to copy of order for billing purposes and the desired billing rendered. Not having one of your orders before us we cannot state whether you do show these instructions, but if you do not, will you kindly arrange to carry out this suggestion? (151)

Yours truly.

(433)

Gentlemen:

As this is your first year in handling this package of cotton, it may be that your outlet is not so good as it might be. We received a letter from the Clifford Warehouse Co. in which they said that they were selling cotton faster than they could buy it, and that they could sell a great deal more than they could possibly get from the Alabama plants and presses.

This morning we received a letter from the warehouse company in which they state: "We are having the best demand for round bales we have ever had and confidently believe that we could sell 100,000 bales if we could get them."

It may be that you could handle some of your round bale cotton through these connections if you care to do so.

We would thank you to send us at the end of each week the amount of cotton purchased and the amount out-turned so far as reported by the licensees. (168)

Yours very truly.

(434)

Dear Sir:

Mr. E. L. Jones of your city has handed us your name and address stating that you are in search of a reliable school for a course in business training.

We take pleasure in mailing you under separate cover a copy of our last catalog, together with some circulars concerning our school. We spend a large amount of money each year in making our course the best course in the world. We have a handsome building, fireproof in structure, centrally located, and well lighted and heated. Our faculty is composed of the very best talent we can find. No effort is spared on the part of the management to give our student body every conceivable advantage that might go to add to the well training of the student. We can conscientiously say that a course with us will be the most profitable investment you can possibly make for a business training.

We would be pleased to have you talk to Mr. Jones about our facilities for training young men and women of this country in a business way.

We await with pleasure an expression of your feelings in this connection. (196)

Very truly yours.

(435)

Gentlemen:

Your letter of the 9th inst. with reference to the answer prepared by me for the defense in the case named to hand. I am glad you approve the answer as drawn.

I have sent notice to the plaintiff, and a copy of the answer to his attorneys, Messrs. Bartholomew & Krawinkle, at Greenville. I enclose copy of this notice, together with my letter to the attorneys. You will note that notice states that answer will be filed in court at Louisville on Nov. 16th, 1911, at 10 o'clock A. M., or as soon thereafter as possible. I want to get you to file this answer pursuant to the notice, as it will not be possible for me to be in Louisville on the required date. As soon as the notice is accepted and returned to me I will forward it to you.

I herewith enclose the original answer to you to be filed as above stated, but I have not been able to have it approved. (172)

Yours truly.

(436)

Gentlemen:

There surely must be some mistake about the hose which you sent us, for on opening same it does not correspond at all with sample sent us. We have the sample still in our possession, and it shows no seam and no ridges on the interior of the rubber. The hose you sent is in appearance more like the mill brand sample which you sent us. We presume you have made a mistake, and are holding the hose here subject to your order.

We ordered the goods on the advice of the insurance inspector who inspected our risk, and he is here this afternoon and concurs with us in the opinion that either the sample originally sent us was not a sample of the "Success" or else that the goods sent us under that brand are not properly represented by the original sample.

Let us hear from you on the subject at once. (156)

Very truly.

(437)

Dear Sir:

Your favor of the 13th inst. is at hand.

The carload of wire product you wish canceled was shipped on the 15th, and you have probably received invoice of same today. We could not consider for a moment the concession asked. The price you refer to is entirely too low, and one which we have not heard quoted

even to the largest jobbing trade. I think you will find, upon further investigation, that it was a mistake and is now withdrawn. Since you placed your order the market is very much firmer and the extreme quotations have been withdrawn.

In regard to steel cut nails, the price is on an assortment. If your average specification is 35 cts. above base, I will accept the order at $2.00 rates, F. O. B. Wheeling, freight allowed to your depot. Terms, sixty days, 2 per cent off for cash in ten days. Any larger average would be proportionately lower. (160)

Yours.

(438)

Dear Sir:

I enclose herewith letters from agents M. & J. in reference to risk covered by policy No. 398, which speaks for itself.

While I have never made an inspection of this risk, have heard from several sources that it is an exceptionally good one, as the letter herewith from agents would indicate.

It seems that this risk has been examined and approved by Mr. Cornell, and it, therefore, seems to be a risk that it might be well enough for us to inspect before insisting upon cancellation. I make this suggestion, and would be glad to have you return the slip herewith, stating your ideas.

If you think best to have our policy cancelled, I will direct the agents to take it up, but my impression is it would be well to make an inspection of the risk before taking such action, as I believe it to be a very good one, and one that we might feel content to carry. (167)

Yours very truly.

(439)

Dear Sir:

We hand you herewith our pamphlet, to which we invite your careful attention. If you are already interested in this plan, we respectfully solicit a share of your patronage; if you have not tried it as a means of increasing your income, we urgently advise that you give it a trial, as we feel confident that you will be thoroughly satisfied with the result.

Our advice to buy wheat is based on substantial facts, and the man who invests a small sum in wheat now will, in our opinion, realize on the investment tenfold. We believe a careful perusal of our pamphlet will prove interesting to you, and in the end profitable.

We have every facility that capital can command for serving our

clients on the different exchanges, and solicit a continuation of the confidence bestowed upon us by our friends in all parts of the country.

Yours truly. (151)

(440)

Gentlemen:

We are just in receipt of your telegram and in reply would say that we cannot furnish you any domestic Portland, as we do not keep it in stock and there is no dealer in Cincinnati who handles it. If you could wait, we could have it sent from Buffalo, as we did the first lot, but that would take considerable time. If you desire, we can give you the English Portland, and we, of course, have the second grade on hand which we have always furnished you.

If you desire, you can send us a check or draft for 12 barrels of English Portland at $3.25 per barrel and 20 barrels of the other at $1.30 per barrel, and we will deliver same on cars here for you. If you can send us a draft for $65, which will pay for 12 barrels of the one and 20 of the other, we will guarantee to ship the goods on the day we receive your draft. (174)

Yours truly.

LESSON 72

304. Word practice.—

Consideration Kismet Terne canvass communications confusion difference transportation transcript evidence overruling incorporation organization authorizing effective Minneapolis northern Milwaukee whatsoever Wilson courtesies carriage malleable determining essentials

305. Letter exercise.—Write each letter seven times.

(441)

Dear Sir:

In reply to your letter of the 3rd inst., we have your esteemed favor of April 6th quoting us on No. 9 sheet zinc f. o. b. Chicago, Ill., and also on 200 lb. 20x28 kismet terne plates delivered in Memphis, Tenn., when shipped in lots of 26 boxes.

We thank you very kindly for this quotation and for the consideration given us in the price on kismet terne plates.

We are enclosing you under this cover, for prompt shipment, our order No. 9320 calling for one cask of No. 9 sheet zinc, also our order No. 9321 for shipment June 1st, 1911, calling for 26 boxes of 200 lb. kismet terne plates. Both orders based upon your quotations of April 6th. (134)

Yours very truly.

(442)

Dear Sir:

Your favor of the 17th received. Accept my thanks for the information therein contained.

I am glad to hear that your device is so near the point of completion. I did not have an opportunity to see the N. Y. L. E. & W. people after writing you from New York.

I would like very much to go to Boston and avail myself of your kind offer to assist me with the B. & A., but it will be impossible for me to go east at present.

It would be well to advise me as soon as you have your device in such shape that I can begin to canvass it among the officials whom I visit on my trips. Any letters or communications addressed to me at Albany will be promptly forwarded if I should be out of the city.

Yours truly. (145)

(443)

Gentlemen:

We have your favor of the 11th inst., returning our check of the 7th in payment of invoice of November 6th.

Upon investigation we find you are correct. Our confusion arose in this way. This machine formerly was a cone bearing machine which we bought at a flat net price of $10.00 each. We afterwards changed this to a ball bearing machine and agreed to pay 25c more. The difference, therefore, is $10.00 and we are enclosing herewith a check for $10.00.

As to the car shipped us on October 18th—it appears that our claim department filed this invoice with the transportation company and it has not yet been returned to us. If you will send us a duplicate of this invoice we will take it up in connection with the letter written us on the 11th and endeavor to get straight on this car also. (155)

Yours very truly.

(444)

Dear Sir:

We have heard nothing from Judge Baxter on the subject of the pending motion for a new trial in the Circuit Court. Of course, Judge Baxter will not now, at this late day, overrule that motion.

It will simply be impossible for us to file the transcript of the record and the transcript of the evidence within sixty days from May 8, 1910, the date of the entry of the order overruling the motion, in the event any such order shall now be made.

If Judge Baxter is in Owensboro, we will thank you to see him and state the situation and ask him to continue the motion until the next October Term, unless, in your opinion, it will be best to remain silent on the subject until the time limit has fully expired. It may be that he intends to sustain the motion, but this we hardly think probable.

Yours truly. (154)

(445)

Dear Sir:

We herewith enclose you a certified copy of the articles of incorporation of the Martin Coal & Contract Company of this place, together with the check of Mr. Elmer Martin for thirty dollars, payable to Mr. Ed Farley, State Treasurer, to cover the amount of the State tax due on the organization of this company.

Will you kindly deliver this check to Mr. Farley and file the copy of the articles and issue the proper certificate to the company, authorizing it to do business?

We do not know the amount of your fees and for that reason have not enclosed check for same, but if you will advise us of the amount due you, we will remit the amount at once.

Please send certificate of organization to us for the company.

Very truly yours. (136)

(446)

Gentlemen:

We have your esteemed favor of October 14th rendering credit memorandum for $3.54 applying as a credit on your invoice of October 9th for stove pipe collars.

In writing you under date of the 11th inst., we were governed by prices at which we bought these goods some two or three months past. Fearing we were wrong and were making a demand of you to meet prices which were not effective at this date, we wrote the St. Louis

manufacturers and have before us now their quotation of October 12th, which reads as follows:

Stove Pipe Collars, 5″ $1.85 per gross
" " " 6″ $2.00 " "
" " " 7″ $2.85 " "

F. O. B. St. Louis, with full freight allowed to Memphis on regular terms.

As we do not want you to give us credit for any more than we are entitled to on this purchase we return you herein credit memorandum and ask that you correct it in keeping with the prices quoted us October 12th and effective now. (189)

Yours very truly.

(447)

Gentlemen:

We have been having a great many complaints in the past two months from retailers as well as jobbers regarding the cutting of prices on guns made by the Northern Company in Chicago, Minneapolis and Milwaukee. We, therefore, feel called upon to ask our preferred customers to refrain from selling this concern any of our guns whatsoever, thereby preventing this company from securing same either on direct orders or through other parties.

We ask in the interest of your customers, the retail dealers, your hearty co-operation in this matter, and would thank you to acknowledge receipt and assure us of your assistance. (106)

Very truly yours.

(448)

Gentlemen:

We wish to thank you for the courtesies extended to our Mr. Wilson when he last called on you, and also want to assure you of any favors shown him. We trust that on his next visit you will be able to give him quite a satisfactory volume of business, and should you be in the market for any stock before he again visits your town, we would consider it a special favor if you would allow us to quote you. We will handle your inquiries promptly, and will give you the best prices that we can, consistent with the furnishing of good stock, and of giving you good service.

Trusting to hear from you whenever you are in the market and hoping that we will do a large volume of business with you from now on, which will be to our mutual benefit, we are (149)

Yours truly.

(449)

Gentlemen:

We enclose herewith our new catalog of wagon and carriage hardware. We are in position to furnish first-class malleable castings of any of the parts shown in the catalogue and it will be well for you to consider our prices on anything you may require.

We will make it a matter of dollars and cents to you to place your business with us and invite you to advise us by return mail, stating your requirements on any of the articles shown in catalogue, and we will take pleasure in naming you prices.

Quality, price and service should be the determining essentials, and if you will give us your orders we will convince you and make you one of our preferred customers.

Thanking you for your kind consideration and hoping to have a favorable reply, we are (141)

Yours very truly.

(450)

Dear Sir:

I find upon reaching Cincinnati that I have a 48-inch engine, and will ship same to you at once. The 36-inch fan and engine, and the 48-inch fan will be shipped from New York, and are probably on the way now. In placing the 48-inch engine upon the fan, you had better use as a guide the 36-inch, as it is likely to have the engine on it when it reaches you.

You mentioned a malt house at a little distance from Louisville in which you thought of placing a fan. I have a 42-inch that has been used for two weeks, but is not large enough for the work required of it. If you want this I can let you have it quite cheap, preferring to dispose of it this way rather than ship it back to New York.

Kindly let me hear from you by wire or letter, care Neal House, Columbus, where I shall be on Saturday of this week. (173)

Yours truly.

LESSON 73

306. Word practice.—

Imitations inventors misunderstanding increasing opposition individual subscribers Lorain faithfully neglected premium consequently considerably communicate approaches superior superintendent celebrated durability agency adjuster London & Lancashire probabilities exclusively contradiction eminently Poplar Bluff re-adjustment differential arbitration

307. Letter exercise.—Write each letter seven times.

(451)

Gentlemen:

In reply to your letter of March 17th in re—prices, the forges in question were billed at our extreme jobbing prices—prices we are selling these machines at right along. We note you state that our prices are considerably higher than the prices you have been paying other concerns for the same goods. Other manufacturers are making imitations of these forges—but they are imitations. We have been making the Buffalo for more than thirty years, being the original inventors of the line, and these prices are as low as we have ever made on these machines.

We return your invoice herewith, regretting there should be any misunderstanding of any kind, but we know that, if you will compare the so-called similar goods with the Buffalo you will find that the Buffalo machines are much superior. (142)

Yours very truly.

(452)

Gentlemen:

Referring to your letter of December 2nd, with reference to insurance of $100,000 on our stock expiring January 9th, we will be very glad to have you renew this, and in this connection beg to advise that on several occasions recently we have been quoted a price of 25c by old line companies and are carrying part of our insurance with some of the oldest and best companies in the country at this rate, and we would like for you to give us the benefit of the same rate.

With reference to increasing our line: we would be glad to do this, were it not for the fact that, on account of the opposition of local agents here, we have thought it wise to carry part of our insurance

with old line companies and have always done this and, for this reason, $100,000 is all we can place with you. We fully appreciate the fact that the larger the line the individual subscribers carry, the better it is for all concerned, but we give you at all times all we feel we can afford. (194)

Yours very truly.

(453)

Dear Sir:

I enclose herewith inspection of annual risk at Lorain, Ind., and as you see, I have no complaints whatever.

As regards the balance due for the months of October and November, would say that Smith has forwarded draft for $53.13, the balance due for the month of September, and he promises faithfully to forward the other on or before the 20th inst.

I note he has neglected to report an additional premium of $2.50 in the month of September, consequently, I have figured that on to October, making a total of $77.71. I will hand you copy of letter of instruction to these agents, and I think by holding them to these advices we can gradually pick up a small business in Lorain. The agents have quite a number of very good risks, and as they are expiring now each month, I have been given the promise of the greater portion of the best of them. (166)

Yours truly.

(454)

Gentlemen:

We have your favor of the 28th inst. As per your telegram yesterday, we wired Mr. Graham at Boston that it would not be necessary for him to return to New York, which no doubt he has received.

The general conditions in this section are very good. From all information that can be obtained, the crops should turn out very good. A great deal depends on the weather for the next four or five weeks. Owing to the excessive rains the plant has grown considerably, especially in the low lands, has fruited fairly well, and can shed a great deal and still have enough bolls to insure a good crop. The cotton on the highlands has not been affected to any great extent. A good spell of dry weather in August would cause these bolls to open, and it would not surprise us to see good weather during August and September and an early movement of cotton.

If we have anything further to communicate we will notify you.

Yours truly. (171)

(455)

Dear Sir:

I take pleasure in stating that I have known the bearer, Mr. C. A. March, for the past eight years, and can heartily recommend him as a first-class practical man. He had direct charge of the erection of the X bridge and its approaches. The work he performed there was perhaps the most difficult of its kind that has ever been done in this country, and the ultimate success of this enterprise as a physical undertaking, was, in a large measure, due to the skill and energy of Mr. March. Since the completion of this structure, he has been general superintendent of erection for the Carson Bridge Co., and has continued to show himself a very superior man in his line of work. I feel safe in saying that as a bridge builder, both in a detail and general sense, I have never seen his equal, and do not believe he has a superior.

Yours truly. (160)

(456)

Gentlemen:

For the past five years we have been agents for your celebrated farm and log wagons, and now wish to express to you our approval of the manner in which your wagons are constructed and the high grade material of which they are made. Your wagons of every class have given our trade entire satisfaction, and, in fact, a wagon sold partly sells another. The wagons are made heavy for hard service and durability, yet run lighter than any wagon we have ever handled before.

We are highly pleased with the agency, and wish to say if you will continue using the same care in selecting high grade material we predict a very bright future for your goods. (122)

Yours very truly.

(457)

Gentlemen:

Through the kindness of Mr. Sharp, Adjuster for the London & Lancashire, I have received data for proofs of loss in the case of K. B. Co., but have not sufficient information to complete proofs. Have filled in same as far as possible, and enclose blank herewith for you to complete. Kindly be careful to fill in each space, answering all questions, and give full wording of our policy. Have same properly signed and sworn to and return to me not later than Friday, if possible. The probabilities are that I will leave the city Sunday night, to be absent all of next week, and would be glad to have these proofs in my hands

by Saturday morning in order to mail draft in payment, that we may have it out of the way before the close of the year.

Kindly give this your prompt and careful attention, and thus oblige

Yours truly. (154)

(458)

Gentlemen:

We have been handling your wagon for the last sixteen years, during which time we have put in three other makes, supposing that it was not to our interest to be tied up with one wagon. Experience, however, soon taught us that money came back so much faster, and when the wagon was put into the hands of our customer was so much more satisfactory, that we got rid of all other makes and are now handling your wagon exclusively.

It gives us pleasure to say that all along the line, from the small scroll wagons up to the heavy log wagons that we buy from you, we have found your goods eminently satisfactory, and we believe that we can say without fear of successful contradiction that there is no wagon handled in Poplar Bluff for which the name stands higher than yours.

Yours truly. (146)

(459)

Gentlemen:

Kindly be referred to recent correspondence with reference to the readjustment of rates to points local on our line in Arkansas and Louisiana.

While in St. Louis last week I was informed by Mr. J. A. Allen, General Freight Agent, St. Louis, Mo., that the rates were being checked in by the various lines. He further stated that the readjustment of the rates would consist of establishing differential basis to the points in question. Mr. Allen informed me that every effort was being used to get the re-adjustment lined up as soon as possible.

As you are aware, no doubt, this issue cannot be made solely by our line, as the initial lines are a factor in the re-adjustment, and it takes considerable time to arrange such a general re-adjustment.

Yours truly. (133)

(460)

Dear Sir:

Yours of recent date received, with papers enclosed. Have just finished conference with Mr. Peabody and Mr. Rice, and the best figure that I could get from the B. & O. S. W. was $3300 per annum, and a re-

duction of $200 on the C. & O. coming across the bridge, making $1600 for that service.

I enclose herewith contract which you drew up for the C. & O. and wish you to execute same, forwarding it to Mr. Coffin as it now is. Also have one drawn setting forth the arbitration clause, which I have attached to this contract. Then Mr. Coffin can use either one he deems best when having the C. & O. sign, as he may be able to have the one executed by Mr. Wise without the arbitration clause. The other contracts will be drawn after January 1st; that is, the contract with the B. & O. S. W. for crossing the bridge. (168)

Yours truly,

LESSON 74

308. Word practice.—

Anticipate professor engineers society undertaking acquainting resources excursions entertainment Chamber of Commerce appropriate operations fortunately communication cottonwood Monroe soliciting smoothly comptroller Manchester settlement Elliott rejection anticipate

309. Letter exercise.—Write each letter seven times.

(461)

Gentlemen:

Your favor of the 25th received, and we are very much pleased to note that the sample skein proved satisfactory, and also that you are disposed to give us your business in this line.

We enclose proposition in duplicate. Kindly accept same and return one copy to us.

We ought to have six to eight weeks to get out the specifications given in your letter, but if you cannot wait this length of time we will make a special effort to get them to you earlier. We trust you will send us the patterns right away so that we can get our tools, flasks, etc., made up to fit the patterns.

You may rest assured that we will furnish you with skeins of first-

class quality, and there will be no trouble in giving you the best of service if you can anticipate your requirements for a month or two ahead. (154)

Very truly yours.

(462)

Dear Sir:

Professor King has just written me that you have kindly consented to deliver a short address at the Convention of the American Society of Civil Engineers, to be held next week. I feel quite sure we shall all be greatly entertained, and beg to thank you in advance for undertaking this service for us. It is thought that this address will prove of much interest to the members, many of whom visit the south for the first time, and will furnish an occasion for acquainting them with the various resources of the country.

I presume that Professor King has informed you that the Committee on Arrangements will be glad to meet any and all expenses that may be incurred on account of this visit. We hope you may find it convenient to remain during the entire session of the Convention, which will last from Friday morning until the Monday night following and will embody some pleasant excursions. (161)

Yours truly.

(463)

Dear Sir:

At the last meeting of the Society, it was decided to hold the annual convention about May 20th on Lookout Mountain, and a committee was appointed to make arrangement for that event.

A letter just received from Colonel Gano suggests that we enter into communication with you, and ask your assistance in the preparations for this convention and the entertainment of the delegates. I presume your Chamber of Commerce will take appropriate steps in due time, and will doubtless appoint a committee to take charge of matters. If you will consent, we would be very glad to have you appointed chairman. Will you kindly let us know at your earliest convenience if you feel willing to act in this capacity, and oblige (127)

Yours very truly.

(464)

Gentlemen:

We regret very much to announce that on Saturday, January 6th, a portion of our factory was destroyed by fire, consequently your order of recent date has been delayed.

We are having the loss adjusted and this morning resumed operations and will within the next few days make shipment of your order. You may rest assured that we will do all in our power to get the springs to you at the earliest possible moment, and hope very much that you will bear with us at this time. Fortunately all orders under process of manufacture were not injured in any way, and the loss has been on the building.

Trusting that you understand this communication, and assuring you that there will not be one moment's delay, we are (130)

Yours truly.

(465)

Gentlemen:

Our Mr. Blaine reports having called on you on the 19th in regard to your cottonwood requirements, but regretted to find your buyer absent. Should you, however, be needing any of this material in the near future, we ask that you kindly write us at that time, as we will take pleasure in quoting you attractive prices on anything you may need in this line.

Our cottonwood is well manufactured and of high quality. It is giving satisfaction wherever shipped, so we feel confident it will please you, and trust you can see your way clear to favor us with some business in the near future.

Thanking you for the attention shown Mr. Blaine, we are (120)

Very truly yours.

(466)

Gentlemen:

We are in receipt of your esteemed order No. 2405, for shipment to the Monroe Buggy Company of 100 pounds of ground body glue.

We believe this is the first order we have received from you for this grade of glue, and we have therefore taken particular pains in selecting a glue which we feel will prove satisfactory for your wants. This glue is a very high testing opaque glue, and we trust that results shown from this test will warrant your favoring us with your future orders on this grade.

We have also enclosed in the little drum of ground glue one quart of our liquid glue and three pounds of our A sheet broken glue. Both packages have been marked "axle glue."

Thanking you for the above order, and soliciting your further favors, we remain (141)

Yours truly.

(467)

Dear Sir:

I am in receipt of your favor and have carefully noted contents.

I regret to be obliged to differ with such a well posted man as yourself, but must say that I think the checking clerks at Lowell are correct in their complaint. In one of the notices mentioned the advertisement does not comply with the contract in any particular, does not adjoin pure reading matter on either side, nor is there pure reading matter above or below it; so there is no possible way by which it can be said to meet the requirements of the contract. As a matter of fact, I can not see any reason for allowing such abuses, but do not wish to be over-particular in this instance, and will instruct J. C. Morgan & Co. to accept these two insertions. You must not, however, regard this as a precedent, as I assure you frankly, there is no other man in the country to whom I would show this consideration.

Hoping everything may run smoothly and satisfactorily on both sides hereafter, I remain (183)

Sincerely yours.

(468)

Dear Sir:

Slater & Slater are my attorneys, and I have arranged to put in their hands enough money to meet the assessments made by the Comptroller on the stock of the Fourth National Bank of Manchester. I have requested them to look into the matter, in order to satisfy themselves that it is a proper move for me to make. As soon as this is done, the amount will be forwarded.

I request that you forward such statement and other facts as will exhibit to them the full extent of this claim, and desire that you do this at once, in order that the matter may be closed as soon as possible. Owing to my long illness it has been delayed, and I am not at all surprised that you are becoming somewhat impatient. I shall now, however, co-operate with you toward securing a speedy settlement. (149)

Yours truly.

(469)

Dear Sir:

Your favor of the 11th inst. received. Owing to the fact that your letter was not addressed to us, but to other parties in this city, it reached us indirectly after some delay, to which we beg you to attribute this late answer.

The description of the property referred to in your letter

corresponds with that owned by the parties whom we represent only as to acreage, the section number being different. Mr. A. M. Elliott of your city is fully informed as to this property, and will be ready to receive from you any proposition for its purchase, in case the same happens to be the land which we control. Upon his informing us of such proposition as you may desire to make, we will notify you through him of our rejection or acceptance. (140)

Yours very truly.

(470)

Gentlemen:

We find that we have only had one small order from you for eight thousand carriage bolts on your contract with us covering carriage bolts, machine bolts, and coach screws. We want to call your attention to the fact that we were closed down a little longer than usual this year for the taking of our annual inventory, and as our orders were fair during that time we have gotten somewhat behind. We believe it will be to your best interest if you will try and anticipate your requirements of these goods, giving us a little longer time than you generally do in which to execute your order.

Your contract covers you for 300,000 bolts and expires March 1st, and, as stated above, so far you have only favored us with orders for 8,000 carriage bolts.

Will you kindly see if you cannot make us up a nice order at the present time, for which we thank you in advance, and are (169)

Yours very truly.

LESSON 75

310. Word practice.—

Responding Waynesboro formulating Toledo preliminary survey acquainted emphasized accurately silencer Galveston strenuous persistent guaranteed Mississippi discontinue possibility universal Sepia permanent customers distinctive personality atmosphere designs comprehends announcement individuality itemized expenditures legitimate reasonable boulders improvement avenue assuming illustration disappoint calendar sufficient conspicuous indication specialties

311. Letter exercise.—Write each letter seven times.

(471)

Dear Sir:

I received a note from you several days ago, in which was enclosed bill for my small advertising contract. I intended responding with remittance long before this, but have been so extremely busy during the past week or ten days that the matter escaped my mind. I hasten to enclose draft for the amount, which I trust will reach you promptly.

I will probably be in the vicinity of Waynesboro in the course of two or three weeks, and shall certainly call upon you in order to discuss school book matters with particular reference to the lists for your county, with the hope of formulating some plan by which the interests of my firm may be protected. (121)

Yours truly.

(472)

Dear Sir:

I have been here for the past three or four days, making arrangements for opening the campaign in this state in the field to which I have been assigned. I shall leave this afternoon for Toledo, and hope to complete a preliminary survey of the territory within a short time. As I am thoroughly unacquainted with the field, I should be much pleased to have an early conference with you, in order that I may profit by your advice and long experience in work of this character. Will you kindly drop me a line at Toledo advising me as to the most convenient time for you to see me at Columbus, and I will then arrange an early meeting. Possibly it would be agreeable to you to have the meeting on Saturday evening next.

Hoping to hear from you soon, and with kind regards, I am (151)

Very truly yours.

(473)

Gentlemen:

We are in receipt of sample rubber parts sent us as per our order recently placed with you. In view of the fact that we have had considerable correspondence, which emphasized the necessity of having two of these parts made accurately to size, the writer was much surprised on inspecting samples to find these two parts, viz., the platen and the ribbon feed pall lever silencer, considerably under size. So much so that in order to use same they will have to be cemented into the machine with shellac or glue.

Having cut these parts from cord and sheet rubber, the writer is willing to overlook this in samples, but must again emphasize the fact that the ribbon feed pall lever silencer is made in molds, which you are now making, and the platens from molds, which you are also making, must be of sizes given on the blue prints which you have. In other words, the ribbon feed pall lever silencers must be a tight fit in quarter-inch standard hole and the platens must be tight, as in model which we sent you.

Trusting that this matter is now clear to you and that parts which you produce from the molds will be up to the specifications, we are

Very truly yours. (215)

(474)

Gentlemen:

As an after-clap to the threat of the Texas Commission to reduce the Galveston local rate, most of the lines have withdrawn their 52½c New Orleans rate, effective October 25th. We hope we shall be able to put some New Orleans business through for you before this change is effective. However, we wish to say that a strenuous fight will be made by the New Orleans Cotton Exchange to prevent the change.

During the past week the Atlantic states have been free and persistent offerers in this market, selling good middling F. O. B. New Orleans guaranteed through as low as 15 points on October.

Mississippi and Louisiana have sold very little cotton yet, but expect free offerings this week on account of recent good weather.

If export demands continue poor, it may be necessary to fall back on contract delivery.

Offer us whenever you can on either basis or fixed price. We would appreciate very much a line from you at least once a week, giving us prices paid in your market. (181)

Yours very truly.

(475)

Gentlemen:

We are in receipt of a report from our Mr. Gray advising that you have decided to discontinue the use of our gear sets, as you feel they are not properly constructed.

This comes as very much of a surprise to us, as this is the first intimation we have had from you that the gear sets were not giving satisfaction. We trust you will allow the matter to rest until we can go into it more thoroughly, as we feel there is certainly some special reason why you should have had this breakage.

Mr. Gray advises that you are sending us some broken parts for our inspection, and we would like to go into the matter further with you, as we feel very satisfied that our gear sets as we now make them should give you the best of service. There is some possibility that this breakage may have occurred on some of the first gear sets furnished you. You will remember that your head block was arched, while the connections were not bent to match, and it may have been due to this that you have had some connections to break.

Our gear sets as now manufactured are giving universal satisfaction, and we have had no complaints this past year. Will you not allow the matter to rest until we have had an opportunity of going over the samples which you are returning to us? Please forward these samples by express to us, so as to get them into our hands with the least possible delay. (261)

Yours truly.

(476)

Gentlemen:

One of Chicago's largest transfer companies has just placed an order for 10,000 of our new Sepia blotters, because they remain a permanent advertisement on the desks of their customers.

The demand for something new grows every day. To make your advertising a paying proposition, it must possess distinctive personality; it must represent you and radiate an atmosphere such as you would bring into your customer's office on a personal call.

The enclosed blotter is a concrete example of the artistic beauty of our special designs. They are convincing in themselves, the designs are restful, holding the interest of your prospect until he comprehends the importance of your announcement.

Be the one to place a mark of individuality in your work by sending in a trial order for Sepia blotters. Every one will be read and saved. That means a lasting value such as can be obtained in no other way.

Yours very truly.

P. S.—You can have 33 1/3% discount from the prices quoted in our circular enclosed, and an extra 3% if you pay your bill promptly. (185)

(477)

Gentlemen:

I have obtained from Mr. Carter an itemized statement of all the expenditures referred to in your letter, and find them to be legitimate

and reasonable. They cover the cost of grading lots, purchases for tracks and roadways, the cost of sidings being added together with all the necessary switches, frogs, etc., necessary to connect them with the main line. It also embraces the cost of paving these roadways with boulders for the purpose of reaching the tracks used for local loading and delivery of freight.

The question as to whether or not this improvement should be considered as a permanent one depends, I presume, upon the validity of the title which the railroad company holds to occupy the avenue. If the main track should be removed, these improvements could not be considered as of a permanent character.

The next item embraces not only the remodeling of the buildings at Smith and Wrenn streets, but also the grading of the street and paving of the roadway alongside of the freight depot, and the construction of several tracks in the grounds immediately adjoining the freight depot. I have found accounts covering over $19,000 of the whole amount here charged, all of which appears to be legitimate and reasonable. The amount charged in item three, $7,000, seems to be absolutely correct in all claims.

Hoping the above will meet your requirements, I remain (237)

Yours.

(478)

Dear Madam:

We are in receipt of yours of the 14th and note your explanation as to small account of $12.81. We are indeed pleased to learn that same has been paid and that we were in error in assuming that there was something wrong with the bill because of same not having heretofore been paid. (61)

Yours truly.

(479)

Gentlemen:

Replying to yours of the 15th inst., would say that we have furnished covers for a number of our customers, among them B. A. Sands. We have printed them without charge, provided we could insert our full list on the inside of back page of cover, and an illustration of our goods on the outside. The outside and inside of front page of cover we have given entirely to the customer.

We note that your first issue of 50,000 copies must be in your hands by February 15th, which would be a little too short a time to

do the work; and rather than disappoint you, we would prefer not to undertake your spring issue.

As you state you will again issue in the fall 75,000 copies, if you let us know in ample time before this edition goes out—say, two months in advance, or more, if possible—we will get out a nice and attractive cover as above described. In case you think favorably of this later on, kindly let us know the exact height and width of pages, thickness of book, number you will issue, and date covers must be in your hands.

Regretting our inability to take up your spring issue, we are

Very truly yours. (215)

(480)

Gentlemen:

It has given us much pleasure to add your name to our list of customers during the year just closed. We hope that you have been pleased with the class of stock we have shipped you and our methods of handling your orders, and trust that the business may grow to large proportions in the coming year.

In order that you may not forget us when sending out your inquiries or orders for anything in our line, we are sending you today by express an "Art Calendar" which we trust will prove of sufficient merit to find a conspicuous place on the wall of your office. In getting out this calendar, we think we are sending you the very best the market affords in this line. This will also be an indication to you that we use the same methods in our lumber business and make every possible effort to ship thoroughly satisfactory stock which will please our customers.

As you know, we make a specialty of red gum, also handle considerable quantities of oak and limited amounts of cottonwood, elm, ash and cypress.

Hoping that we may have the pleasure of serving you often, we remain (200)

Yours truly.

LESSON 76

312. Word practice.—

Sidetrack virtually evaporated realize exceedingly production facilities partially promptness impossibility appreciating asphalt chemical Trinidad extensive salesmen designate Denison Kallaher materially prevailed undersized deterioration quantity opportunity correspondents European efficiency publication entertained subscription confidently harmonious magnificent developments ascertain financial proportionately

313. Letter exercise.—Write each letter seven times.

(481)

Dear Sir:

We hold a note against Summer Bros., dated October 24th, 1911, due ninety days after date and amounting to $1935.00. This note is secured by warehouse receipts for some 1400 cases of Evaporated Milk. The note will be due in January and we would be very much pleased to have you give us some instructions with reference to the payment of the note.

We, of course, will follow such instructions as you may give us but would suggest that, inasmuch as our claim is a preferred claim, if you could arrange for payment of the note and allow Summer Bros.' agent here to sell this milk it would be a very desirable thing to do. We think that this milk could probably be sold for its market value in small lots and in this way you would more readily realize from the sale of the milk in question.

Thanking you in advance for a reply to this letter and awaiting your instructions in the premises, we are (177)

Yours very truly.

(482)

Gentlemen:

Acknowledging receipt of our order No. 4201, we have your esteemed favor of August 24th and note with regret that it is impossible for you to enter this order for shipment at once as requested.

On the foot of your letter you make this statement: "If shipment sometime between September 10th and September 20th would answer, and you will immediately wire us to this effect upon receipt of this let-

ter, we will sidetrack everything possible in an effort to get out the car for such shipment." Answering your letter we today wired you as follows, which we now confirm: "Letter 24th received. Enter order. Ship quickly as you possibly can."

Now do not delay this shipment until the 20th of the month, for the reason that the bulk of sales on scale beams will be virtually over by that time. It is true that we have demands for scale beams, in a small way, the entire month of October, but by far the greater part are sold from the 20th to the 25th of September. Give us shipment of this order as near the 10th of September as it is possible for you to make it. (201)

Very truly yours.

(483)

Gentlemen:

We beg to acknowledge receipt of your favor of the 22nd inst., enclosing order No. 4201 for shipment at once.

In reply we regret to advise that owing to the unusual cotton crop and lateness of the season it is impossible for us to enter this order for early shipment as requested. You may be sure that we are exceedingly sorry that a situation of this kind confronts us, and if it were within our power we would see that your good company had these goods, but as the scale beam season with the manufacturer is now practically over, with stock broken and production only to depend upon, you can see that there is no way to get out the goods.

It is unfortunate for both you and ourselves that indications of this unusual demand did not reach us earlier in the season when our facilities were only partially engaged, which would have given us time in which to have had the goods ready for shipment. All early orders placed with us have been executed with our usual promptness, but "at once" shipment with late orders is now an impossibility.

If shipment sometime between September 10th and September 20th would answer, an you will immediately wire us to this effect upon receipt of this letter, we will sidetrack everything possible in an effort to get out the car for such shipment.

Appreciating your many favors and awaiting your wire advice, we are (247)

Yours very truly.

(484)

Gentlemen:

We are writing to inquire whether you are interested in pre-

pared roofing. We have a product which has met with the approval of the trade in general and we feel sure that it will meet with success in your district.

We have a moderate priced high grade roofing which should meet with your demands in this line. It is made of the best long fibre woolen felt, saturated with an asphalt which runs by actual chemical test 99.9% pure. The famous Trinidad Lake Asphalt runs only 54 to 55% pure. We are enabled to use this high grade material and still keep down our price owing to the fact that we do not waste money on extensive magazine advertising or traveling salesmen.

We have, however, an agent in your district who will be glad to see you at any time you may designate and he will make you some very attractive prices.

We will consider it a favor if you will answer this letter and state what we may expect, or call up Mr. Denison, Phone No. 1779 A, Office, Kallaher Building. (190)

Yours very truly.

(485)

Gentlemen:

We have your valued favor of the 29th inst., with enclosure of certificate.

We think that the present prices discount a condition report of 89 for next Monday, although we cannot help but believe that nothing could happen within the next 60 days to materially prevent us from making a bumper crop where the boll weevil has not prevailed. The only thing that can be said about cotton is that it is slightly undersized, but this is more than made up by the good root the plant has this season, which will prevent the deterioration that comes with the usual east winds later on. There are plenty of blooms to be seen everywhere, and we think there will be considerable cotton moving the first week in August, more than the usual quantity in this territory.

With the present outlook we will have plenty of opportunity to get in a good hedge on the 600 bales we have sold lately. We sent a basis list to all our European correspondents to sell 200 bales per day of each grade at the values mentioned in your list. (193)

Yours truly.

(486)

Gentlemen:

Your subscription to Advertising and Selling expired with the

November issue, and herewith you will find a bill for next year's subscription.

You will have noticed the great progress we have made during the past year in Advertising and Selling, not only in the editorial pages, where perhaps the improvement has been greatest, but in general, the size, appearance and efficiency of this publication has grown in the right direction.

Advertising and Selling will not stand still, but will go forward in everything that tends to greater efficiency and usefulness to the two great fields whose business life we study and hope to improve.

We are sure that you have been both entertained and profited if you have even casually read the contents of the magazine during the term of your last subscription. We confidently expect your renewal, and will thank you for an early remittance, covering the bill herewith.

With very best wishes for a successful and healthful coming year, (166)

Yours very truly.

(487)

Dear Sir:

I have succeeded in buying out the whole business of A. L. Roots & Co. and organizing the Roots & Potter Company. The first thing I want to do is to place this company in harmonious relations with you and all the trade, and keep it so. I am determined to do business on an entirely different basis than formerly. A. L. Root is wholly out of the field and has not a dollar in the company.

In regard to your account, I propose to throw myself upon your kindness and consideration. I have never said a word about it that I did not honestly believe to be true. I want you to name terms of settlement, and I beg of you to do the best you can, as I have assumed an extremely difficult task. It is like going back and beginning anew, with the difference that I have not thirty-one years of health and strength before me to help me build up the business, but on this venture I stake my life and every dollar I have in the world. I have a magnificent building in the best location, and I owe about $200,000 on it. It is worth $400,000.

The new company would like a consignment at lowest net prices. Developments in this state for the next twenty years will be simply wonderful, and if the creditors of the old company will be lenient and not push their claims to such an extent that I shall be taxed

beyond my ability to keep up with their demands, this business will surely work out its own salvation. (279)

Very truly yours.

(488)

Dear Sir:

Enclosed you will find copy of contract between Messrs. James & Thomas and myself, also a form of contract such as I would like to make with you, as talked of the other day. I also enclose you similar agreements in relation to the company. Kindly look these over carefully and advise me of your decision.

You can ascertain by reference to Dunn's the financial standing of the parties interested, and from a little figuring you can see just what sort of an investment it is. There is practically no risk, and the results derived from the small amount invested are proportionately large. I enclose you also on separate paper figures regarding each of these contracts, showing cost, profits, etc.

Of course, in handing you these copies as I do, it is in strict confidence, and I trust you will not show them to anyone or use them to the advantage of any other company, as we have spent considerable time on this work and do not care to have the knowledge we have gained through experience given to any one who would be likely to compete with us.

An early reply will greatly oblige me. (200)

Yours truly.

(489)

Gentlemen:

We have your favor of the 23rd inst., asking us to hurry shipment of your order with us for flooring, and we take pleasure in calling your attention to our shipment of the 21st, car No. 5664 L. E. & W. We beat you to it, and trust that this will please you.

Now we have a proposition to make to you. As we advised you on the 10th inst., in acknowledging receipt of this order, our present basis of price F. O. B. St. Louis on this B. & Better flooring is $24.75 If you anticipate using any considerable quantity of this stock in the near future and could handle one or more additional cars for early shipment, we will split the difference with you and will quote you price of $23.60 on from one to five cars.

We would like to ask, however, that you kindly consider this as a quotation made to you only, as we do not want the order to come through salesmen. We would not be in position to make you this

offer on an order for future shipment, and it will apply only on such quantity of stock as you can take on during the next two or three weeks, as we will expect to make shipment immediately. If this proposition is of interest to you we would be glad if you would kindly wire us upon receipt of this, advising us the number of cars you would care to place.

We trust you will not consider the above as "selling talk" only. (268)

Yours truly.

(490)

Gentlemen:

We are in receipt of your favor of the 12th inst., which is in reply to our letter of the 9th, and have very carefully noted contents. Will say in reply that we are returning herewith the two pass books, and will ask that you kindly have your bookkeeper bring down the balance on these two books in regular form, returning them to us with all cancelled checks. Please be certain to bring the balance down to date.

We infer from what you say that the checks that were drawn against the accounts were not taken from some special book, on the stubs of which a record of the checks issued was made. This being true, we would be glad if you would take one of the Bank's regular three to a page check books and from the cancelled checks fill out the stubs. We would, of course, be glad if you would let the check book come forward with the other documents.

In other words, you appreciate that we are anxious to make our records complete, and to this end we would like to have the two pass books balanced, the stubs of the check book from which the checks were issued, and the cancelled checks themselves.

Thanking you in advance for your further attention, we remain

Yours truly. (221)

LIST OF ABBREVIATIONS

A

		Section
About	PW	100
Accept	SEP	181
Accident	ABGT	186
Account	-BGT	113
Acknowledge	-PBLG	175
Action	-BGS	175
Advance	SRAPBS	165
Advantage	SRAPBG	165
Advertise	TEUS	165
Advertisement	TEUS	165
Advice	SREUS	165
Advise	SREUS	165
Affect	AFBG	175
After	AF	39
Again	TKPWAPB	140
Against	TKPWAPBS	140
Age	-G	72
Alabama	AL=A	191
All	-L or HR	30, 95
Almost	HR-PL	170
Already	HR-R	95
Also	-LS	49
Always	ALS	49
Am	-PL	80
Amount	APLT	106
An	A	22
And	A	22
And Company	ABG	150
Answer	APBS	95
Any	TPH	88
Applicant	PHREUBGT	181
Application	PHREUBGS	181
Appreciate	PRERBT	165
April	AP	113
Are	R or -R	49
Arizona	ARS	191
Arkansas	ARBG	191
Article	ART	181
As (in phrases only)	S or -S	39, 49
Ask	AS	80
August	AUG	113
Authority	THOR	156
Authorize	THOR	156

B

		Section
Balance	PWAL	150
Be	-B	60
Been	-B	60
Before	PW-F	100
Bill of Lading	PW-L	150
Bills of Lading	PW-LS	150
Billion	-B	125
-Body	-B	60
Bring	PWREU	125
Business	PWUS	125
But	PWU	100

C

		Section
California	KAL	191
Came	-BG	80
Can (verb)	K or -BG	72, 80
Cent	-S	125
Cents	-S	125
Certain	SERT	181

C—Continued

		Section			Section
C. O. D.	KOD	150	Connecticut	KOPB	191
Certify	SER	150	Consequence	KOPBS	150
Certificate	SER	150	Continue	KOPBT	150
Colorado	KOL	191	Continuance	KOPBT	150
Come	-BG	80	Convenient	SREPB	150
Communicate	KOPL	150	Convenience	SREPB	150
Communication	KOPL	150	Correspond	KOR	150
Company	KO	72	Could	KO	72
Companies	KOES	72	Customer	KUS	150
Company's	KOES	72			

D

		Section			Section
Dear Sir	TK-S	106	Did	TK	100
December	TKES	113	Differ	TKEUF	100
Deduct	TKUBG	175	Different	TKEUF	100
Defend	TKEF	100	Difference	TKEUF	100
Defendant	TKEF	100	Difficult	TKEU	106
Defense	TPEPBS	100	Difficulty	TKEU	106
Delaware	TKEL	191	Discount	SKOUPBT	175
Democrat	TKEPL	186	Discrepancy	SKREP	175
Democratic	TKEPL	186	District of Columbia	-D=KR	191
Describe	SKREU	156	Dollar	TK	125
Description	SKREU	156	Dollars	TK	125
Descriptive	SKREU	156			

E

		Section			Section
East	E	113	Ever	-F	22
Effect	TPEBG	175	Every	-FR	49
Enclose	KHRO	150	Examine	KP	113
Enthusiasm	THU	175	Excel	KPHR	113
Enthusiastic	THU	175	Execute	SKUT	113
Etc. (et cetera)	ETS	156	Execution	SKUGS	175
Even	EPB	113	Extra	KPRA	113

F

		Section			Section
Far	-FR	49	Financial	TPEU	165
February	TPEB	113	Florida	TPHRA	191
Feet	-FT	125	Follow	TPOL	170
Finance	TPEUPB	165	For	TP	80

F—Continued

		Section			Section
Foot	-FT	125	Friday	TPREU	113
F. O. B.	TPOB	150	From	TPR	80
Frequent	TPREBG	165	Furnish	TPUR	181

G

		Section			Section
Gave	TKPWA	106	Give	TKPWEU	106
General	SKWREPB	125	Go	-G	72
Gentleman	SKWREPBT	95	Gone	-G	72
Gentlemen	SKWRE	95	Good	TKPW	106
Georgia	TKPWA	191			

H

		Section			Section
Had	H	22	Help	HE	140
Happen	HAP	88	Him	-PL	80
Happy	HAP	88	His	S or -S	39, 49
Have	SR or -F	95, 22	Hundred	H	125
He	E	22			

I

		Section			Section
Idaho	EUD	191	Information	TPOR	165
If	TP or -F	80, 22	Injure	SKWRUR	165
Illinois	EUL	191	Injury	SKWRUR	165
Imagination	PHAG	186	Inquire	KWEUR	150
Imaginative	PHAG	186	Inquiry	KWEUR	150
Imagine	PHAG	186	Instant	EUPBS	95
Immediate	PHED	165	Instrument	STRU	165
Importance	KPWOR	165	Instrumental	STRU	165
Important	KPWOR	165	Investigate	SRES	165
In	TPH	88	Investigation	SRES	165
Inclose	KHRO	150	Invoice	SROEU	156
Include	KHRU	165	Iowa	EU=WA	197
Indiana	EUPBD	197	Is	S or -S	39, 49
Individual	SREUD	175	It	T or -T	30, 39
Inform	TPOR	165			

J

		Section			Section
January	SKWRAPB	113	July	SKWRUL	113
Judge	SKWRU	88			

K

		Section			Section
Kansas	KAPB	197	Know	-PB	95
Kentucky	KEPB	197	Knowledge	-PBLG	175

L

		Section			Section
Large	HRAR	95	Little	HREU	95
Legislative	HREG	186	Local	HROL	170
Legislature	HREG	186	Look	HRAO	125
Letter	HR or -L	95, 30	Louisiana	HRA	197

M

		Section			Section
Made	PHA	72	Memorandum	PHEPL	165
Maine	PHE	197	Messrs.	PHERS	113
Make	PHA	72	Michigan	PHEUFP	197
Manufacture	PH-FR	150	Million	-PL	125
Manufacturer	PH-FRS	150	Minnesota	PHEUPB	197
Manufacturing	PH-FRG	150	Mississippi	PHEUS	197
Manufactory	PH-FR=E	150	Missouri	PHO	197
Many	-PL	80	Mistake	PHEUS	125
March	PHAR	113	Monday	PHOPB	113
Maryland	PH-D	197	Montana	PHOPBT	202
Massachusetts	PHAS	197	Month	PHO	106
Material	TERL	156	Much	-FP	88
Me	PH	72	My	PH	72
Memoranda	PHEPL=A	165			

N

		Section			Section
Natural	TPHA	156	New York	TPH=KWR	202
Nature	TPHA	156	No	-PB	95
Nebraska	TPHEB	202	No Sir	-PBS	95
Necessary	TPHES	156	North	TPHO	113
Necessity	TPHE	156	Northern	TPHORPB	113
Neglect	TPHEG	165	Northeastern	TPHOERPB	113
Nevada	TPHEF	202	North Carolina	TPH=KR	202
Nevertheless	-FRLS	165	North Dakota	TPH=D	202
New Hampshire	TPH=H	202	Not	-PBT	95
New Jersey	TPH=SKWR	202	November	TPHOF	113
New Mexico	TPH=PH	202	Number	TPHO	88

O

		Section			Section
Ob'ject	OB	170	Operate	OPT	80
Object'	OB	170	Opinion	PEUPB	113
October	OBG	113	Opportunity	TUPBT	181
Of	-F	22	Opposite	OPS	170
Ohio	O	202	Ordinary	ORD	106
Oklahoma	OBG	202	Order	OR	49
On	O	22	Oregon	OR	202
Open	OP	125	Organize	ORG	175

P

		Section			Section
Particular	TEUBG	80	Possible	POS	88
Party	PAR	88	Possibly	POS	88
Pennsylvania	PA	202	Practical	PRABG	88
Per'fect	PER	95	Practice	PRA	88
Perfect'	PER	95	Pre'sent	PRE	170
Perhaps	PRAPS	156	Present'	PRE	170
Perpendicular	PERP	170	Principal	PREUPB	100
Physical	TPEUS	175	Principle	PREUPB	100
Physician	TPEUS	175	Privilege	PREUF	175
Plaintiff	PHR-F	186	Proper	PRO	88
Position	POGS	175	Public	PUB	186
Positive	PO	156	Purchase	PUR	150
			Purpose	PURP	181

Q

		Section
Question	KWE	80

R

		Section			Section
Railroad	R-R	150	Recollect	REBG	156
Railroad Company	R-RBG	150	Recollection	REBG	156
Railway	REU	150	Recommend	REPL	156
Railway Company	REUBG	150	Recommendation	REPL	156
Receipt	SET	156	Regular	REG	156
Receive	SEF	156	Regulation	REGS	156
			Remember	RE	156

R—Continued

		Section
Remembrance	RE	156
Reply	PHREU	156
Represent	REP	156
Representative	REP	156
Republic	STKPUB	186
Republican	STKPUBG	186
Response	SPOPBS	156
Responsible	SPOPB	156
Responsibility	SPOPB	156
Responsive	SPOPBS	156
Rhode Island	R=EU	209

S

		Section
Satisfaction	SA	150
Satisfactory	SA	150
Satisfy	SA	150
Saturday	SAT	113
Secretary	SEBG	100
Secure	SKUR	88
September	SEPT	113
Shall	SH or -RB	49, 88
Signature	SEUGT	150
Significance	SEUG	150
Significant	SEUG	150
Signify	SEUG	150
Sister	SEUS	106
Situate	SEU	170
Situation	SEUGS	170
Some (in compound words, at the beginning of word only)	S	39
Some	SO	39
South	SO	113
Southern	SORPB	113
Southeastern	SOERPB	113
South Carolina	-S=KR	209
South Dakota	-S=-D	209
Speak	SPE	80
Spoke	SPO	80
Stand	STAPB	125
Statement	STAPLT	170
Stenographer	STEPBS	140
Stenographic	STEPBG	140
Stenography	STEPB	140
Stenotype	STEU	140
Stenotyper	STES	140
Stenotypic	STEUBG	140
Stenotypist	STEUS	140
Stenotypy	STE	140
Stood	STAO	125
Sub'ject	SUB	170
Subject'	SUB	170
Submit	SPHEUT	181
Substitute	STUT	165
Succeed	SUBG	106
Success	SUBG	106
Sufficient	SUF	156
Suggest	SUG	175
Suggestion	SUG	175
Sunday	SUPB	113
Superintend	SUPT	106
Superintendent	SUPT	106
Superior	SPERS	186
Superiority	SPERT	186
Supply	SPHREU	156
Surprise	SPREUS	165

T

		Section
Take	TA	30
Tennessee	TEPB	209
Texas	TEBGS	209
Than	-PB	95
Thank	THA	100
That	THA	30

T—Continued

		Section			Section
The	T or -T	30, 39	Time	TEU	30
Their	THR	49	To (in compound words only)	-T	39
Them	THE	30	Today	TKA	100
There	THR	49	Together	TOG	80
They	THE	30	Tomorrow	TOPL	113
Think	THEU	100	Tonight	TPHEUT	113
This	TH	39	Took	TAO	39
Thousand	-T	125	Tuesday	TUS	113
Thursday	THU	113			

U

		Section			Section
Unless	TPH-LS	156	Usual	URB	88
Until	TPH-L	88	Utah	UT	209
Upon	POPB	95			

V

		Section			Section
Vacant	SRABG	181	Virginia	SRA	209
Value	SR	95	Volume	SROL	95
Vermont	SR-T	209	Voluntary	SRO	181
Very	SR	95			

W

		Section			Section
Washington	WARB	209	Why	KWR	88
Wednesday	WED	113	Will (verb)	HR or -L	95, 30
Were	W	60	Wisconsin	WEUS	209
West	W	113	With	W	60
West Virginia	W=SRA	209	Would	WO	60
What	WA	60	Write	WREU	125
When	WE	60	Written	WREU	125
Where	WR	60	Wrote	WRO	125
Whether	WH	60	Wyoming	WEU	209
Which	WEU	60			

Y

		Section			Section
Yes	KWRE	88	Yesterday	KWRES	113
Yes Sir	KWRES	113	Your	UR	49